



## AGENDA

DATE: **Wednesday, September 11th, 2024**

PLACE: **Marin Farm Bureau Conference Room, 520 Mesa Road, Point Reyes Station, CA 94956**

**REMOTE OPTION:** Members of the public may participate remotely by Zoom:

<https://us02web.zoom.us/j/87864206727> or by phone: +16699009128,,87864206727# meeting ID: 878 6420 6727. Please contact Elise Suronen at (415) 663-1170 ext. 314, or [sarahs@marinrcd.org](mailto:sarahs@marinrcd.org) if you have concerns about accessibility.

***(Note that we may move agenda items in this meeting to meet time constraints of participants.)***

1. Regular meeting opens at **9:00 a.m.** Roll call, introduction of guests.

**Introducing Joe Deviney, the new Marin Agricultural Commissioner**

**2. PRESENTATION 9:15-9:45 a.m.**

**Marin Water Reservoir Expansion**~ *Ranjiv Khush, President Marin Water Board*

**ACTION ITEMS: 9:45 a.m. - 11:00 a.m.**

**3. DISTRICT:**

- A. Board approval of regular Meeting Minutes. ~ *Cora Richard, Bookkeeper*
- B. Board approval of the Financial Report. ~*Marcus Meggett, Fiscal and Ops Manager*
- C. Board approval of FY 24-25 Annual Budget ~*Marcus Meggett, Fiscal and Ops Manager*
- D. Board approval of response to Marin County Civil Grand Jury Report ~ *Nancy Scolari, Executive Director*
- E. Board approval of response to the Draft California Association of Resource Conservation District Bylaws.~ *Nancy Scolari, Executive Director and Jerry Meral, MRCD Director*

**4. INFORMATIONAL: 11:00 a.m.**

Partner Updates: 5 min each

- USDA Natural Resources Conservation Service (NRCS)– Petaluma Field Office Staff
- Marin Agricultural Land Trust/SAP – MALT Stewardship Staff
- Point Blue & Students & Teachers Restoring a Watershed (STRAW)– Point Blue Staff

RCD Program Updates (See staff report for details):

- **Media/Messaging/Outreach:** No activity.
- **Justice Equity Diversity Inclusion (JEDI):** The Graton Rancheria-MRCD/Point Blue Memorandum of Agreement is being reviewed by FIGR. The team is planning site visits with FIGR to new projects and recently implemented projects. David Escobar was hired as a consultant on JEDI in Carbon Farming and continues to meet with staff, and will soon meet with the JEDI Committee to review our implementation process.
- **Biomass Project:** The Marin Biomass Project is working to revise the greenhouse gas analysis of biomass utilization pathways and the economic analysis of biomass utilization

pathways, which are respectively the third and fourth chapter of the Biomass Utilization Study. Work is now underway to bring forward findings and recommendations from the work and develop the fifth and final chapter of the Study.

- **Conserving Our Watersheds Program (COW):** Two phases of the COW program are in progress. COW MILC (phase VII) has been awarded a grant of \$1,000,000 from the State Water Board. The agreement has been finalized and is being circulated for execution. COW CCAF (phase VI) completed its original scope with seven management practices implemented. Before December 2024 close-out, staff will be doing small jobs to spend remaining construction funds, preparing the final report, and conducting post-implementation monitoring .
- **Permit Coordination Program (PCP):** Green Gulch Farms (GG) is moving through the design, CEQA and permitting process with Prunuske Chatham Inc. (PCI) guiding the way and keeping MRCD and the Federated Indians of Graton Rancheria (FIGR) in the loop. PCI has received a letter of support from FIGR and plans to provide the MRCD Board with an update in August of 2024. SPAWN has started its road decommissioning project. As of April 2024, Black Mountain culvert project is in the PCP and might be constructed next year, Staff checked in with the project consultant, Pacific Watershed Associates, and they said that Black Mtn has not expressed interest in building it this year. Elise checked in again July 1, 2024.
- **Urban Streams Program:** The month of August USC worked part time due to another loss in the immediate family. Work will continue part time until further notice. USC attended STRAW's Watershed Week for the first day then provided assistance to Marin Water District with relocation efforts. USC met with a landowner in San Geronimo to assess two fallen trees in the creek. Juvenile salmonid monitoring with Marin Water District has begun and will keep Sarah very busy for the coming six to seven (6-7) weeks.
- **Carbon Farming Program:** The CF team is currently developing and planning design and implementation projects in partnership with Students and Teachers Restoring a Watershed (STRAW). STRAW's riparian restoration monitoring and maintenance season is complete. The team is scheduling the next round of Carbon Farm Plan meetings with producers this fall. The team is working on timelines associated with USDA Climate Smart Commodities in partnership with Gold Ridge and Sonoma RCDs. Healthy Soils Projects have been awarded via the ZeroFoodPrint Block Grant to be implemented this fall.
- **Walker Creek Watershed:** Sarah closed out this project with CDFW! We are currently coordinating a meeting with the National Marine Fisheries Service to better understand why our proposal was denied funding. That will likely take place in mid-October.
- **Funding Opportunities:** \$60,000 in funding was awarded by the Kurland Foundation to support Orlena Yee, our Marin Carbon Project Coordinator!
- **Finance Committee:** The next FC meeting is scheduled for Sept 17th, 2024. The Finance Committee discussed the budget, the office lease, FDIC coverage, COVID funding and hiring an HR consultant.
- **District:** Admin staff have been focused on financial matters, setting up new project management software, personnel reviews and finalizing our newsletter.
- **Landowner Assistance Provided:**
  - Urban Streams: 1 site visit, 4 partners and/or landowners were assisted with information and 3 landowners and/or partners were educated.
  - COW: 2-3 landowners assisted
  - CF: 4 landowners assisted

5. ANNOUNCEMENTS & CORRESPONDENCE

- Marin RCD is accepting applications for projects. [Apply here](#) at our website or call Sarah Skinker at (415) 780-2854.

6. PUBLIC COMMENT

Public comment for any matter not listed on this agenda, provided that no Board action is to be taken. All statements that require a response will be referred to staff to be placed on the next agenda.

7. MEETING ADJOURNED



## MINUTES

DATE: **Wednesday, August 14th, 2024**

PLACE: **Marin Farm Bureau Conference Room, 520 Mesa Road, Point Reyes Station, CA 94956**

**1. A regularly scheduled meeting was called to order by Terry Sawyer, Vice President, at 9:00 a.m.**

Roll call of Directors: Mike Moretti, Gerald Meral, David Sherwood, Terry Sawyer and Sally Gale

Associate Directors: Guido Frosini, George Clyde

Staff: Nancy Scolari, Cora Richard, Sarah Skinker, Marcus Meggett, Sarah Phillips, Preston Duncan, Elise Suronen, Fiona O'Neill, Lee Farese and Maya Gomez Moreno (intern)

Additional Attendees: Jim Jensen (Audubon Canyon Ranch), Orlena Yee (Marin Carbon Project), Dayna Ghiradeli (Sonoma County Farm Bureau), Jeff Corda (Resident), Jessie Ditmar (STRAW), Libby Kennedy (STRAW), John Parodi (STRAW), Paul Ingle (Resident) and Richard Holland (Agro-Forestry & Marin Biomass)

### **PRESENTATION:**

**2. Measure J in Sonoma County:**

**Presented by Dayna Ghiradeli (Executive Director, Sonoma County Farm Bureau)**

Sonoma County's Measure J came from an animal rights activist group centered in Berkeley, CA. Their goal in having this measure put on the ballot is to put a cap on the number of animals allowed to be part of a family farm. Dayna expressed that this would result in a number of negative effects, such as loss of farm workers jobs which in turn would affect the Sonoma County economy. For more information you can visit [www.noonmeasurej.com](http://www.noonmeasurej.com) The Board asked that the opposing view also be represented at a future meeting.

**Carbon and Finance (Sonoma-Marin Ag County Climate Coalition- SMACCC for short)**

**Presented by Orlena Yee (Marin Carbon Project Coordinator & SMACCC Carbon Finance Contractor)**

The goal on this project is to advance climate smart agriculture through this partnership between USDA and Sonoma + Marin Counties. Marin RCD is part of this partnership. Orlena gave us a big picture timeline of how the project will proceed over the next 5 years. This fiscal year her focus is on gathering information and learning about existing financial models for climate smart ag and how they are being implemented. Marin RCD board members felt that the 5-year timeline was a bit slow, and Orlena agreed but pointed out the many reasons why it was as drawn.

\*Before action items a vote was held to approve President Sally Gale's remote presence at this meeting.

MOTION: Mike; SECOND: David; AYES: Terry, David, Jerry, Mike; NOES: None; ABSTENTIONS: Sally; to approve Sally Gale attending this board meeting remotely due to emergency circumstances.

## ACTION ITEMS

### 3. DISTRICT

- A. Board approval of regular Meeting Minutes. ~ *Nancy Scolari, Executive Director*  
MOTION: Jerry; SECOND: Mike; AYES: Jerry, David, Sally, Mike and Terry; NOES: None; ABSTENTIONS: None; to approve July 2024 Board minutes.
- B. Board approval of the Financial Report. ~ *Marcus Meggett, Fiscal and Ops Manager*  
MOTION: Jerry; SECOND: David; AYES: Jerry, Mike, Sally, David, Terry; NOES: None; ABSTENTIONS: None; to approve the Financial Report.
- C. Board review and approval of Marin RCD Conflict of Interest Policy. ~ *Nancy Scolari, Executive Director*  
MOTION: Sally; SECOND: David; AYES: Jerry, Mike, Sally, David, Terry; NOES: None; ABSTENTIONS: None; to approve Marin RCD's Conflict of Interest Policy contingent upon Marin County Council approval and bringing their response back to the September Marin RCD Board Meeting.

### 4. CARBON FARMING:

- A. Board approval of CA Environmental Quality Act, Notice of Categorical Exemption for CA Wildlife Conservation Board hedgerow/windbreak project #s 2024-01, 2024-02, 2024-03, 2024-04, 2024-05. ~ *Sarah Skinker, Carbon Farming Program Manager*  
Staff informed the Board that Board action was not necessary because staff have the authority to approve CEQA Categorical Exemptions therefore, Sarah updated the Board on the timeline of this grant and progress on the hedgerows for the 5 landowners selected.  
No Board Action Taken, only information presentation

### 5. INFORMATIONAL:

Partner Updates:

- **USDA Natural Resources Conservation Service (NRCS)**– Petaluma Field Office Staff

No staff present at this meeting

- **Marin Agricultural Land Trust/SAP** – MALT Stewardship Staff

Eric Rubenstahl presented in place of Scott Dunbar and shared that they are monitoring projects right now. One large project will close in December. There are 13 active SAP projects right now. As of August 1st, they just opened applications for their 3<sup>rd</sup> small grants program. The theme of this round is climate resilience. They will be selecting awardees in the middle of October. They are also following along with Measure J and feel strongly against the measure. Last, Eric is moving back to the East Coast so come October we will not be seeing him anymore. Good luck and goodbye Eric!

- **Point Blue & Students & Teachers Restoring a Watershed (STRAW)**– Point Blue Staff  
Jessie Ditmore presented and shared that they just had their annual watershed training. The theme was beaver analogs. They have some new apprentices are starting in October along with 2 more staff positions. They are also finalizing the plans for the projects Sarah Skinker presented on today.

RCD Program Updates (See staff report for details):

- **Thank you Maya!** This is the last month of Maya Gomez Moreno's internship.

- **Media/Messaging/Outreach:** Postcards inviting subscriptions to MRCD's newsletter and online match-funding application portal will be mailed to all Marin ag zoned addresses greater than 5 acres this month.
- **Justice Equity Diversity Inclusion (JEDI):** The Graton Rancheria-MRCD/Point Blue Memorandum of Agreement is being reviewed by FIGR. David Escobar was hired as a consultant on JEDI in Carbon Farming and continues to meet with staff, and will soon meet with the JEDI Committee to review our implementation process.
- **Biomass Project:** The Marin Biomass Project met with the Marin Biomass Collaborative on to discuss the fourth chapter of the Biomass Utilization Study — an economic analysis of recommended biomass utilization pathways. The Project also signed a funding agreement with OPR that provides \$150,000 from the Forest Sector Grant Program for implementation of recommendations for building up the biomass utilization system. These recommendations are being built as part of the fifth chapter of the Study and are anticipated in Q3 2024.
- **Conserving Our Watersheds Program (COW):** Two phases of the COW program are in progress. COW MILC (phase VII) has been awarded a grant from the State Water Board and the agreement is in process. The grant award amount is being increased by about \$250,000 as a result of excess 319(h) funding at the State level. The original scope of COW CCAF (phase VI) was completed in 2023 with seven management practices implemented. A time extension request was approved to December 2024 and staff are conducting post-implementation monitoring.
- **Permit Coordination Program (PCP):** SPAWN began construction on its road decommissioning project this week. Work is scheduled to last into October. Green Gulch Farms (GG) is moving through the design, CEQA and permitting process with Prunuske Chatham Inc. (PCI) guiding the way and keeping MRCD and the Federated Indians of Graton Rancheria (FIGR) in the loop. PCI has received a letter of support from FIGR and plans to provide the MRCD Board with an update in August of 2024. As of April 2024, Black Mountain culvert project is in the PCP and might be constructed next year, Staff checked in with the project consultant, Pacific Watershed Associates, and they said that Black Mtn has not expressed interest in building it this year. Elise checked in again July 1, 2024, and Black Mtn has not responded to Pacific Watershed Associations with an update.
- **Urban Streams Program:** The month of July included three (3) sites visits with one relating to the Stream Conservation Area Ordinance. Sarah has been assisted Sup Rodoni's aid, Morgan Patton, with support around discussions on Tomales Bay's health. As well, Sarah assisted Contra Costa RCD and university professors to learn more about impacts tied to unhoused encampments along urban streams. Finally, Sarah has connected and met with the new landowner who bought one of the properties that was part of the Landowner Assistance Program in San Geronimo Valley to continue stewardship support on the property.
- **Carbon Farming Program:** The Carbon Farming Team has grown to 4! Lee Farese is our new Rangeland Ecologist and Fiona O'Neill is our new Soil Conservation Technician. WELCOME! The CF team is currently partnering with Students and Teachers Restoring a Watershed (STRAW) on 4 riparian restoration projects (implementation complete, in maintenance and monitoring phase) and 5 hedgerow/windbreak projects (in design phase). STRAW's riparian restoration planting season is complete. The team has finished initial and follow-up site visits for the 5 hedgerow/windbreak projects to be funded by Wildlife Conservation Board and designed, implemented and maintained by STRAW. The team is working on timelines

associated with USDA Climate Smart Commodities in partnership with Gold Ridge and Sonoma RCDs.

- **Walker Creek Watershed:** Sarah closed out this project with CDFW. Discussions around spoils placement continues. Funding on the implementation funding proposal submitted to NOAA for \$8mil was denied. Project team await feedback from NOAA.
- **Funding Opportunities:** USDA Natural Resources Conservation Service for Soil Hub Director. Awarded! Office of Planning and Research (OPR) to implement recommendations for building up the biomass utilization system. Awarded!
- **Finance Committee:** The next FC meeting is scheduled for August 20, 2024.
- **District:** We have made good progress in identifying administrative staff roles, streamlining payment systems and using software to identify necessary tasks as the organization is growing.
- **Landowner Assistance Provided:**
  - Urban Streams: 3 site visits, 7 partners and/or landowners were assisted with information and 8 landowners and/or partners were educated.
  - COW: 2 landowners assisted
  - CF: 3 landowners assisted

## 6. ANNOUNCEMENTS & CORRESPONDENCE

- Marin RCD is accepting applications for projects. [Apply here](#) at our website or call Sarah Skinker at (415) 780-2854.

## 7. PUBLIC COMMENT

Rick Holland shared that the Agro-Forestry Network will be starting regular monthly meetings. They will be held on the 1<sup>st</sup> Thursday of every month.

Jim Jensen shared that Audubon Canyon Ranch got a small grant for prescribed burning that will last 2 years.

Jerry shared that the CARCD is amending their bylaws and he and Nancy will be submitting some comments. He intends to put this as an item on the September agenda for the Marin RCD board to review.

## 8. MEETING ADJOURNED at 11:37 a.m.

**Marin Resource Conservation District**  
**Monthly Financial Summary**  
**as of 09/05/2024**

<b>CASH IN BANK</b>				
	<b>September</b>		<b>August</b>	
<b>Wells Fargo</b>				
Checking - Operating Account	\$	673,413	\$	706,028
No-till Drill Account	\$	13,066	\$	13,066
<b>Total Wells Fargo</b>	<b>\$</b>	<b>686,479</b>	<b>\$</b>	<b>719,094</b>
<b>County of Marin</b>				
Checking	\$	492,057	\$	772,456
<b>Total Cash In Bank</b>	<b>\$</b>	<b>1,178,536</b>	<b>\$</b>	<b>1,491,550</b>

<b>OTHER WORKING CAPITAL DETAILS</b>				
<b>Grants Receivable</b> - Open grant invoices - (see page 3)	\$	637,453	\$	646,361
<b>Retention Receivable</b> - Due from Grantors	\$	22,366	\$	22,366
<b>Prepaid Grant Funds Received</b>				
Measure A - less-costs/Adm fees	\$	(1,090,401)	\$	(1,146,420)
Ombudsman Fund	\$	(26,458)	\$	(26,458)
<b>Unpaid Bills</b> - Pending to be Paid	\$	-	\$	-
<b>Retention Payable</b> to Vendors	\$	-	\$	-
<b>Current Bills To Pay</b> - Current to Pay (Page 4)				
Administrative Expenses	20.08%	\$ (9,907)	\$	(35,982)
Grant Expenses	79.92%	\$ (39,422)	\$	(69,151)
<b>Net Working Capital</b>	<b>\$</b>	<b>672,167</b>	<b>\$</b>	<b>882,267</b>



## Marin Resource Conservation District Monthly Financial Summary

**Grants Receivable** - Money coming in. The RCD submits invoices to our grantors. Our work is paid on a reimbursable basis. The expected turnaround time for reimbursement varies but is usually 60-90 days.

**Retention Receivable** - Money coming in after grant is finalized. Some funders require a withholding of 10% of each invoice until the entire project is completed and approved. Once the funder is satisfied with the overall grant, the project is deemed complete and the remaining 10% is paid in full to the RCD.

**Prepaid Grant funds** - Received money upfront. This funding has been paid in advance of work being completed and is held in our accounts where, upon board approval, it is deducted from the balance.

**Unpaid Bills** - Bills to pay once we receive payment from the Grant. These bills remain in a holding pattern until payment is received from the funder. The RCD does however often pay bills to landowners and contractors prior to receiving payment from the funder. This is to avoid undue burden on landowners and contractors who cannot wait for payment within the 60-90 day reimbursement expectation described above. Unpaid bills is also charges that staff have made on cthe MRCD credit card , but have not shown up on the monthly statement yet.

**Retention Payable to Vendors** - To pay vendors once we receive final payment. We hold retention for some vendors.

**Current Bills To Pay** - Pay these bills now. These are bills where 1) the funder has provided payment, 2) the landowner/contractor cannot wait 60-90 days or 3) they support RCD operating expenses.

# MARIN RESOURCE CONSERVATION DISTRICT

## Open Invoices

As of September 5, 2024

Name	Date*	Aging	Open Balance
CA OPR Biomass	01/31/2024	218	\$ 21,125
CA OPR Biomass	02/28/2024	190	\$ 18,489
CA OPR Biomass	03/31/2024	158	\$ 11,534
CA OPR Biomass	04/30/2024	128	\$ 12,818
CA OPR Biomass	05/31/2024	97	\$ 21,758
CA OPR Biomass	06/30/2024	67	\$ 24,847
CA SCC Carbon	05/31/2024	97	\$ 2,977
CA SCC Carbon	07/31/2024	36	\$ 48,415
CDFA-CAPGP	06/30/2024	67	\$ 13,489
CDFA-2021 Healthy Soils	07/31/2024	36	\$ 9,267
CDFA - HSP Block Grant (ZFP)	06/30/2024	67	\$ 4,763
CDFW-Lower Walker Creek	03/31/2024	158	\$ 94,541
Conserving Our Watershed - CCAF	02/29/2024	189	\$ 15,535
Conserving Our Watershed - CCAF	03/31/2024	158	\$ 13,474
Conserving Our Watershed - CCAF	04/30/2024	128	\$ 10,367
Conserving Our Watershed - CCAF	05/31/2024	97	\$ 10,318
Conserving Our Watershed - CCAF	06/30/2024	67	\$ 6,407
Marin County Urban Streams	03/31/2024	158	\$ 29,548
Marin County Urban Streams	06/30/2024	67	\$ 32,961
NACD - Soil Hub Director	06/30/2024	67	\$ 12,449
North Coast Resource Conservation (UCOP)	06/30/2024	67	\$ 2,714
USDA Climate Smart Commodities (SMACCC)	06/30/2024	67	\$ 181,654
USDA GLCI (Grazing Lands)	06/30/2024	67	\$ 5,410
Wildlife Conservation Board 2022 (retention)	09/30/2023	341	\$ 1,115
Wildlife Conservation Board 2022	12/31/2023	249	\$ 9,958
Wildlife Conservation Board 2022	03/31/2024	158	\$ 6,290
Wildlife Conservation Board 2022	06/30/2024	67	\$ 7,630
WSARE - Soil Hub	06/30/2024	67	\$ 7,602
<b>Total</b>			<b>\$ 637,453</b>

\* - The date reflects the period end date and not the date submitted.

## MARIN RESOURCE CONSERVATION DISTRICT

### **Bills to Pay**

September 2024

Name	Date	Memo	Aging	Open Balance
<b><i>Administrative Expenses</i></b>				
Duncan, Preston	8/31/2024	Reimbursement	5	\$ 494
Gomez, Maya	8/31/2024	Reimbursement	5	\$ 77
Epke, Gerhard	8/31/2024	Reimbursement	5	\$ 533
Farese, Lee	8/31/2024	Reimbursement	5	\$ 85
Horizon Cable TV	8/31/2024	Internet	5	\$ 134
Meggett, Marcus	8/31/2024	Reimbursement	5	\$ 60
O'Neill, Fiona	8/31/2024	Reimbursement	5	\$ 210
Pt Reyes 4th Investors LLC	10/1/2024	September Office Rent	N/A	\$ 1,763
Richard, Cora	8/31/2024	Reimbursement	5	\$ 24
Scolari, Nancy	8/31/2024	Reimbursement	5	\$ 1,329
Skinker, Sarah	8/31/2024	Reimbursement	5	\$ 918
Suronen, Elise	8/31/2024	Reimbursement	5	\$ 2,274
Smile Business Products	7/17/2024	Copier	50	\$ 131
US Bank Corporate	8/22/2024	Monday.com	14	\$ 316
US Bank Corporate	8/22/2024	RingCentral	14	\$ 311
US Bank Corporate	8/22/2024	SpringAhead	14	\$ 330
US Bank Corporate	7/22/2024	Microsoft	45	\$ 918
<b>Total Administrative Expenses</b>				<b>\$ 9,907</b>
<b><i>Grant Expenses</i></b>				
Phillips, Sarah	07/31/2024	Reimbursement	36	\$ 1,146
Point Blue Conservation Scienc	06/30/2024	SCC Carbon Restoration	67	\$ 24,159
Spatial Infomatics Group	7/31/2024	Biomass Study Consultant	36	\$ 1,781
US Bank Corporate	8/22/2024	Home Depot - Job Supplies	14	\$ 330
White, Chad	7/31/2024	OPR Biomass Project Management	36	\$ 7,725
Winfield, Emilie	7/31/2024	Reimbursement	36	\$ 866
Yee, Orlena	7/31/2024	Marin Carbon Project Management	36	\$ 3,415
<b>Total Grant Expenses</b>				<b>\$ 39,422</b>
<b>Total Bills to Pay</b>				<b>\$ 49,329</b>

## MARIN RESOURCE CONSERVATION DISTRICT

### FOR REFERENCE PURPOSES

August 2024

Name	Date	Memo	Aging	Open Balance
<b>Administrative Expenses</b>				
Culture Amp	5/24/2024	Reimbursement	75	\$ 1,950
Duncan, Preston	7/31/2024	Reimbursement	7	\$ 1,802
Gomez, Maya	7/31/2024	Reimbursement	7	\$ 102
Epke, Gerhard	7/31/2024	Reimbursement	7	\$ 528
Farese, Lee	7/31/2024	Reimbursement	7	\$ 195
Horizon Cable TV	7/31/2024	Internet	7	\$ 134
Meggett, Marcus	7/31/2024	Reimbursement	7	\$ 60
Nelson, Erik	7/31/2024	IT Support	7	\$ 166
O'Neill, Fiona	7/31/2024	Reimbursement	7	\$ 471
Pt Reyes 4th Investors LLC	9/1/2024	September Office Rent	N/A	\$ 1,763
Richard, Cora	7/31/2024	Reimbursement	7	\$ 24
Scolari, Nancy	7/31/2024	Reimbursement	7	\$ 643
SDRMA	6/30/2024	Liability & WC Insurance	38	\$ 25,709
Skinker, Sarah	7/31/2024	Reimbursement	7	\$ 729
Suronen, Elise	7/31/2024	Reimbursement	7	\$ 454
Smile Business Products	7/17/2024	Copier	21	\$ 131
US Bank Corporate	7/22/2024	Monday.com	16	\$ 432
US Bank Corporate	7/22/2024	RingCentral	16	\$ 288
US Bank Corporate	7/22/2024	SpringAhead	16	\$ 279
US Bank Corporate	7/22/2024	Box license fee	16	\$ 33
US Bank Corporate	7/22/2024	Quickbooks Online fee	16	\$ 90
<b>Total Administrative Expenses</b>				<b>\$ 35,982</b>
<b>Grant Expenses</b>				
Gold Ridge RCD	07/31/2024	Western SARE-Soil Health Training	7	\$ 150
Napa RCD	07/31/2024	Western SARE-Soil Health Prof Dev	7	\$ 631
OSU	06/30/2024	Lab fees County Carbon Task	38	\$ 1,755
OSU Soil Lab	06/30/2024	Soil Sample Analysis	38	\$ 17,772
Phillips, Sarah	07/31/2024	Reimbursement	7	\$ 816
Point Blue Conservation Scienc	06/30/2024	SCC Carbon Restoration	38	\$ 30,725
Shasta RCD	06/30/2024	WSARE	38	\$ 1,603
Spatial Infomatics Group	7/31/2024	Biomass Study Consultant	7	\$ 7,413
Sonoma RCD	06/30/2024	CCAF shared engineer	38	\$ 1,197
White, Chad	7/31/2024	OPR Biomass Project Management	7	\$ 5,647
Winfield, Emilie	7/31/2024	Reimbursement	7	\$ 241
Yee, Orlena	7/31/2024	Marin Carbon Project Management	7	\$ 1,200
<b>Total Grant Expenses</b>				<b>\$ 69,151</b>
<b>Total Bills to Pay</b>				<b>\$ 105,132</b>

## Marin RCD Grants

Done	Grant	Funding	Status	Lead	Purpose
	1 SWRCB 319h Water Quality on the ranches-dairies	\$ 800,000	Awarded 2020	Marin RCD	Implement projects on the ranches in TBay and Stemple watersheds
X	2 Campbell Drawdown Marin	\$ 10,000	Declined	Marin RCD	Fund participation in Drawdown Marin
X	3 CA Wildlife Cons Board Pacific Flyway	\$ 400,000	Declined	CARCD	Fund Corda restoration
X	4 CDFW Walker Creek Estuary	\$ 350,000	Awarded 04/2020	Marin RCD	Study Walker estuary for fisheries enhancement
n/a	5 Halleck Creek Horse Stables	TBD	directed to grant	Marin RCD	Manure composting
X	6 COM Keys Creek @ Highway 1 Road Project	\$ 7,100	Awarded 2020	Marin RCD	Work with STRAW and Colliss Ranch to stabilize landslide with willow stakes
X	7 CDFA Restore California - Stemple	\$ 3,126	Awarded 2020	Marin RCD	Work with stemple creek ranch to implement carbon project
n/a	8 Devils Gulch Restoration	TBD	On hold	Marin RCD	Work with CA State Parks on fisheries enhancement
X	9 Cambria/Jackson Wines	\$ 25,000	Awarded 02/2020	Marin RCD	MCP Coordination
X	10 Carbon Farm Plan Implementation	\$ 500,000	Declined	MRCD/STRAW	Implement wildlife projects in carbon farm plans
X	11 GrizzlyCorps Member	\$ 20,000	Awarded 10/2020	Marin RCD	College intern to help with outreach/education in the ag community
X	12 CA Wildlife Cons Board Technical Assistance	\$ 55,000	Declined	CARCD	Technical assistance to producers for carbon farming
X	13 CDFW Lower Lagunitas Assessment	\$ 26,000	Declined	SPAWN	Work with lower Lagunitas landowners and TAC on salmon enhancement opps
X	14 USDA Rancher to Rancher	\$ 25,000	Declined	CARCD	Soil monitoring for 1 ranch, training for staff, 1 rancher to rancher workshop
X	15 NACD Regional Soil Health Hub Coordinator	\$ 109,000	Awarded 07/2020	Marin RCD	North Bay Soil Health Coordinator for RCDs. Coordinate programs and staffing
	16 DOC Riparian Restoration Corridor/Cons	\$ 430,000	Awarded 12/2020	Marin RCD	Stemple Creek Riparian Project at Rhigetti Ranch
X	17 MWMA Pyrphytic Plants from Marshall - Inverness	TBD	cancelled	Marin RCD	Remove broom, eucalyptus, jabada grass with 12 properties around the Bay.
	18 PRNS Tech Assist for Ranchers	\$ 69,847	Awarded 03/2020	Marin RCD	Assistance to seashore ranchers for RDM sampling, conditional waivers, planning
X	19 Shovel Ready Projects	\$ 1,000,000	cancelled	NoCoRCDs	Provide legislators with a list of shovel ready projects in prep for stimulus \$
X	20 COVID	\$ 5,000	Awarded 07-2020	CARCD	Provide grants to producers for covid protection
	21 SWRCB 319H Water Quality in Lower Lagunitas	\$ 30,000	Awarded 05/2021	SPAWN	Assist with 2 road projects on ranches
X	22 GrizzlyCorps Member	TBD	Awarded 04/2021	Marin RCD	Intern to help with outreach, monitoring and DEI
	23 CDFA Technical Assistance	\$ 60,000	Awarded 08/2021	Marin RCD	Assist producers in applications to Healthy Soils Program
X	24 NACD Regional Soil Health Hub Coordinator	\$ 114,000	Awarded 04/2021	Marin RCD	North Bay Soil Health Coordinator for RCDs. Coordinate programs and staffing
	25 COM Support for Carbon Farm Plans	\$ 50,000	Awarded 03/2021	Marin RCD	Development of 5 carbon farm plans plus match for grant #29
	26 NFWF Monarch Habitat	TBD	Awarded 11/2021	Gold Ridge RCD	Support monarch habitat with landowners
	27 SCC Prop68 Climate Grant	\$ 1,000,000	Awarded 12/2021	Marin RCD	Farm plans, implementation, designs, ed workshops, no till drill and FIGR collaboration
	28 Beaver Dam Analogues	TBD	On hold	TBD	Install Beaver Dam Structures at select locations in the Walker Cr watershed
	29 Lagunitas Restoration @ Coast Guard	TBD	On hold	TBD	Potential collaboration to enhance Lagunitas at the Coast Guard reach
	30 MCF-Kurland Marin Carbon Project Coordinator	\$ 50,000	Awarded 05/2021	Marin RCD	coordinate and scale carbon farming in Marin county
	31 MRCD Internship/Scholarship Fund	\$ 3,000	Awarded 07/2021	Marin RCD	support young disadvantaged interns wishing to learn on-the-job-skills
X	32 Edwards Mother Earth Foundation	\$ 592,000	Declined	CARCD	[Soil Hub] expand agroforestry component of carbon farm plans in the north coast region
	33 PRNS Tech Assist for Ranchers	\$ 48,285	Awarded 09/2021	Marin RCD	Assistance to seashore ranchers for RDM sampling, conditional waivers, planning
	34 OPR Marin Biomass Project	\$ 500,000	Awarded 06/2022	Marin RCD	Develop recommendations for biomass recovery and utilization processes, infrastructure, and investment
	35 MALT Carbon Farming	\$ 90,000	Awarded 03/2021	Marin RCD	2 carbon farm plans and carbon farming implementation
	36 COM Support for Carbon Farming	\$ 125,000	Awarded 12/2021	Marin RCD	support project development
	37 UC Western SARE Soils Training	\$ 78,167	Awarded 03/2022	Marin RCD	[Soil Hub] Soil Health Assessment/Management Through California's North Coast Soil Hub
	38 WCB Monarch Pollinator Habitat	\$ 250,000	Awarded 09/2022	CARCD	Install and monitor monarch/pollinator plants in riparian or hedgerow areas
	39 USDA Climate Smart Commodities	\$ 3,585,745	Awarded 09/2022	Sonoma County	Plan, design, install, monitor GHG reduction and carbon sequestration projects
	40 NACD Regional Soil Health Hub Coordinator	\$ 124,000	Awarded 09/2022	Marin RCD	North Coast Soil Health Coordinator for RCDs. Coordinate programs and staffing
X	41 Planning Drought Resiliency	\$ 286,239	Declined	Marin RCD	Work with UCCE-MALT on drought resiliency watershed planning for producers
	42 NRCS Grazing Lands	\$ 25,000	Awarded 04/2023	Gold Ridge RCD	[Soil Hub] Staff training on prescribed grazing/ grazing mgmt plans, workshops and education for producers
	43 CDFA Conservation Planning (CAPGP)	\$ 182,000	Awarded 02/2023	Marin RCD	Carbon farm plans, grazing management plans, soil health management plans
	44 SWRCB 319h Water Quality on the ranches-dairies	\$ 739,872	Awarded 07/2023	Marin RCD	Implement projects on the ranches in PRNS and Stemple watersheds

## Marin RCD Grants

45	FHA Anadromous Organism Passage (AOP) grant	TBD	Due 2/6/23	Mill Valley	Support Mill Valley StreamKeepers & City of Mill Valley with proposal for barrier retrofit for fish passage
46	OPR Marin Biomass Project	\$ 250,000	Awarded 05/2023	Marin RCD	Develop recommendations for biomass recovery and utilization processes, infrastructure, and investment
47	UC SAREP CA Farm Demonstration Network	\$ 53,730	Awarded 07/2023	UC SAREP (Conser	[Soil Hub] Development and monitoring of field trials, education and outreach on soil health and climate-
48	DOC Capacity Building	\$ 681,445	Declined	Marin RCD	[Soil Hub] Tools and technology for program and project management - Salesforce integration; outreach
49	CDFA Healthy Soils Block Grant w/Zero Foodprint	\$ 22,500	Awarded 09/2023	Zero Foodprint	[Soil Hub] CDFA Healthy Soils Program technical assistance and implementation - block grant pilot
50	NOAA Fisheries	\$ 8,000,000	Declined	Marin RCD	habitat restoration and coastal resilience. Focus on salmon restoration.
51	MCF-Kurland Marin Carbon Project Coordinator	\$ 50,000	Awarded 06/2023	Marin RCD	coordinate and scale carbon farming in Marin county
52	NACD Regional Soil Health Hub Coordinator	\$ 73,950	Awarded 01/2024	Marin RCD	[Soil Hub] North Coast Soil Health Coordinator for RCDs. Coordinate programs and staffing
53	OPR Enhancing Climate Resilience in North Bay	\$ 127,000	Declined	Gold Ridge RCD	Urban rebate program to construct rainwater catchment systems
54	OPR Community Economic Resilience Fund	TBD	cancelled	Marin RCD	Feasibility study to build out biomass-related climate jobs (high road jobs)
55	MC Measure A FARE PRNS Weed Mgmt	\$ 100,000	Declined	Marin RCD	Comparative methods of removal of Scotch Broom on PRNS rangeland
56	North Coast Wildfire Resilience Block Grant	\$ 200,000	Awarded 05/2024	Humboldt RCD	Equipment, fire prevention, training/workforce development, CEQA-NEPA permitting
57	NRCS Soil Hub Director	\$ 75,000	Awarded 06/2024	Marin RCD	[Soil Hub] Continuation of North Coast Soil Hub Director position

**ACTION: DISTRICT/MINUTES/FINANCIALS:****3C. Board approval of Marin RCD FY 24-25 Annual Budget****Is this item Urgent?**

Yes, we do not currently have an approved budget for this Fiscal Year.

**Background:**

Each year the Marin RCD must approve a budget for the fiscal year. A draft is presented to the Finance Committee where edits and suggestions are made in preparation for the full board's approval. The budget is compiled by listing all grants and distributing costs between the categories of: Construction, Consulting, Personnel and Indirect Costs.

The overall budget related to grant revenues is strong. Staffing has increased and so has the budget. Several funding sources such as The SCC Carbon Farming, Measure A and USDA Climate Smart Commodities grants leave the District in a good financial position as far as providing services to land managers. The District currently has a total of approximately 25 grants: About \$728K County, \$1.02M State, \$1.05M Federal and \$86k from foundations for a total income of approximately \$2.9M.

It is also worth noting that the District is using grant funding from several sources (such as CDFA) that provide technical assistance in carrying out projects where funding is NOT managed by the District. This results in more planning expense but less construction dollars to show for it. We are also taking on several responsibilities on bigger projects that require heavy planning (Walker Floodplain study, Biomass Study, North Coast Soil Hub, Marin Carbon Project).

1. There is \$212,270 in COVID relief funding received in January 2022 is not included in the budget.

**Today's Action:**

The following action is recommended:

3C. Approval of the Marin RCD FY 22-23 Annual Budget.

**MARIN RESOURCE CONSERVATION DISTRICT**  
**Special District of the State of California**

**2024-2025 Draft Budget**

	FY2022-2023		FY2023-2024		FY2024-2025		Difference	
<b>Revenue:</b>	<b>Adopted Budget FY22-23</b>	<b>Actual FY22-23 (Audited)</b>	<b>Adopted Budget FY23-24</b>	<b>Projected FY23-24 (Unaudited)</b>	<b>Proposed Budget FY '25</b>	<b>% Rev</b>	<b>Projected FY '24 vs Proposed FY '25</b>	
<b>Description</b>								<b>Δ %</b>
State Aid	\$1,071,263	\$1,179,358	\$1,182,778	\$1,079,500	\$1,018,625	35%	-\$60,875	-6%
Federal Aid	\$576,703	\$172,175	\$1,099,173	\$740,000	\$1,051,829	36%	\$311,829	42%
Marin County & Special Districts Measure A	\$265,000	\$289,442	\$293,000	\$210,000	\$326,499	11%	\$116,499	55%
Foundations & Other Grants	\$144,313	\$763,988	\$320,000	\$690,000	\$411,623	14%	-\$278,377	-40%
Interest Income	\$192,519	\$104,017	\$188,469	\$155,000	\$86,165	3%	-\$68,835	-44%
Other Misc Refunds & Reimb	\$355	\$7,155	\$3,000	\$14,000	\$15,000	1%	\$1,000	7%
General Income & Rents	\$200	\$1,121	\$1,000	\$500	\$500	0%	\$0	0%
Return Funding	\$600	\$12	\$0	\$3,000	\$5,000	0%	\$2,000	67%
	\$100	\$254	\$100	\$0	\$100	0%	\$100	N/A
<b>Total Revenue</b>	<b>\$2,251,053</b>	<b>\$2,517,522</b>	<b>\$3,087,520</b>	<b>\$2,892,000</b>	<b>\$2,915,341</b>	<b>100%</b>	<b>\$23,341</b>	<b>1%</b>

	FY2022-2023		FY2023-2024		FY2024-2025		Difference	
<b>Project Costs &amp; Expenses:</b>	<b>Adopted Budget FY22-23</b>	<b>Actual FY22-23 (Audited)</b>	<b>Adopted Budget FY22-23</b>	<b>Projected FY22-23 (Unaudited)</b>	<b>Proposed Budget FY '24</b>	<b>% Exp</b>	<b>Actual FY '23 vs Proposed FY '24</b>	
<b>Description</b>								<b>Δ %</b>
Construction Labor	\$571,745	\$272,696	\$1,026,800	\$650,000	\$577,899	21%	-\$72,101	-11%
Consultant	\$696,364	\$412,727	\$815,457	\$680,000	\$818,693	30%	\$138,693	20%
Job/Project Supplies	\$-	\$3,073	\$5,000	\$4,200	\$5,000	0%	\$800	19%
<b>Total Project Costs</b>	<b>\$1,268,109</b>	<b>\$688,496</b>	<b>\$1,847,257</b>	<b>\$1,334,200</b>	<b>\$1,401,592</b>	<b>51%</b>	<b>\$67,392</b>	<b>5%</b>

	FY2022-2023		FY2023-2024		FY2024-2025		Difference	
<b>Salary &amp; Benefit Expenses</b>	<b>Adopted Budget FY22-23</b>	<b>Actual FY22-23 (Audited)</b>	<b>Adopted Budget FY23-24</b>	<b>Projected FY23-24 (Unaudited)</b>	<b>Proposed Budget FY '24</b>	<b>% Exp</b>	<b>Actual FY '23 vs Proposed FY '24</b>	
<b>Description</b>								<b>Δ %</b>
Staff Salaries & Wages*	\$667,342	\$691,408	\$896,250	\$884,000	\$981,600	36%	\$97,600	11%
Social Security & Medicare	\$50,709	\$52,929	\$68,600	\$67,626	\$75,090	3%	\$7,464	11%
Health Insurance	\$41,400	\$43,493	\$68,250	\$51,000	\$80,000	3%	\$29,000	57%
Employer 401K Match	\$66,234	\$38,746	\$50,630	\$64,648	\$70,000	3%	\$5,352	8%
Workers Compensation	\$2,339	\$853	\$3,058	\$3,500	\$4,500	0%	\$1,000	29%
Unemployment Insurance	\$840	\$1,323	\$1,710	\$1,500	\$2,500	0%	\$1,000	67%
Paychex 401K Fees	\$2,200	\$1,908	\$2,200	\$3,332	\$3,000	0%	-\$332	-10%
<b>Total Salary &amp; Benefits</b>	<b>\$831,064</b>	<b>\$830,660</b>	<b>\$1,090,698</b>	<b>\$1,075,606</b>	<b>\$1,216,690</b>	<b>44%</b>	<b>\$141,084</b>	<b>13%</b>



**MARIN RESOURCE CONSERVATION DISTRICT**  
**Special District of the State of California**

**2024-2025 Draft Budget**

Operating Expenses Description	FY2022-2023		FY2023-2024		FY2024-2025		Difference	
	Adopted Budget FY22-23	Actual FY22-23 (Audited)	Adopted Budget FY23-24	Projected FY23-24 (Unaudited)	Proposed Budget FY '24	% Exp	Actual FY '23 vs Proposed FY '24	Δ %
Rent	\$16,296	\$17,760	\$18,000	\$18,300	\$20,130	1%	\$1,830	10%
Insurance	\$13,521	\$13,521	\$15,475	\$17,530	\$19,000	1%	\$1,470	8%
Office Supplies & Materials	\$9,000	\$15,235	\$13,000	\$12,500	\$13,000	0%	\$500	4%
Mileage and Travel	\$7,000	\$12,019	\$12,000	\$13,000	\$15,000	1%	\$2,000	15%
Workshops & Conferences	\$12,000	\$2,197	\$12,000	\$7,500	\$9,000	0%	\$1,500	20%
Accounting & Audit	\$10,000	\$9,550	\$10,000	\$22,850	\$11,500	0%	-\$11,350	-50%
Computers & Website	\$9,000	\$9,282	\$9,000	\$6,650	\$7,000	0%	\$350	5%
Telephone	\$5,000	\$5,156	\$5,500	\$5,500	\$6,000	0%	\$500	9%
Payroll Svc Fee	\$5,000	\$4,473	\$5,000	\$3,900	\$4,400	0%	\$500	13%
Legal, Permitting Fees	\$5,000	\$375	\$5,000	\$500	\$1,000	0%	\$500	100%
Membership & Subscriptions	\$3,500	\$3,356	\$4,500	\$2,700	\$3,000	0%	\$300	11%
Copier Maintenance	\$1,500	\$1,407	\$1,500	\$1,430	\$1,450	<0.05%	\$20	1%
Postage and Delivery	\$1,000	\$641	\$1,000	\$600	\$1,000	<0.05%	\$400	67%
Election Costs	\$250	\$250	\$0	\$250	\$250	<0.05%	\$0	0%
Other General Expense	\$1,500	\$1,652	\$1,500	\$2,200	\$2,200	<0.05%	\$0	0%
Depreciation Expense	\$1,400	\$1,247	\$1,400	\$1,000	\$1,000	<0.05%	\$0	N/A
Scholarships	\$5,500	\$5,500	\$3,000	\$3,000	\$3,000	0%	\$0	0%
<b>Total Operating Expenses</b>	<b>\$106,467</b>	<b>\$103,621</b>	<b>\$117,875</b>	<b>\$119,410</b>	<b>\$117,930</b>	<b>4%</b>	<b>-\$1,480</b>	<b>-1%</b>
<b>Total Project Costs &amp; Expenses</b>	<b>\$2,205,640</b>	<b>\$1,622,777</b>	<b>\$3,055,830</b>	<b>\$2,529,216</b>	<b>\$2,736,212</b>	<b>100%</b>	<b>\$206,996</b>	<b>8%</b>
<b>Changes in Net Assets</b>	<b>\$45,413</b>	<b>\$894,745</b>	<b>\$31,690</b>	<b>\$362,784</b>	<b>\$179,129</b>			

**NET ASSET BALANCES**

<b>FY Beginning Net Assets:</b>		<u>\$894,745</u>
<b>FY Ending Net Assets:</b>	<u>\$894,745</u>	<u>\$1,257,529</u>

\*Staff Salaries includes an allocation of \$25,000 in expected cost in the event we must respond to Public Records Act (PRA) requests. This estimate is an average of our PRA expenses over the last 3 years.

**2024-2025 Draft Budget**

Things to note:

1. Project costs are 60% of the proposed FYE 2024 budget vs FYE 2023 actual 43%
2. Deferred revenue adjustments have been made and are estimated
3. Health insurance is based upon the reimbursement policy and anticipated FTEs
4. Revenue budget is based upon current grants and current year deliverables, no estimates or provisions for future grants have been made
5. On-going efforts are being made to diversify revenue sources continuing historical
6. 401k match expense is based upon prior deferred compensation rate
7. SS & Med are statutory employer expenses
8. One \$3,000 scholarship is planned. FYE 2023 included 2 scholarships
9. There is some uncertainty about state revenue but we do not expect it to be material
10. Salaries are budgeted based upon 11 FTEs. Currently there are 9 FTEs

Abbreviations:

FYE = "Fiscal year end" (e.g. FYE 2024 means for the year ended June 30, 2024)

FTE = "Full-time equivalent" employee (e.g. a person who works 10 hrs/wk is a .25 FTE)

Marin RCD Grant Budget

Created 05/16/24	FY24/25 Revenue Timeframe: 7/1/24 - 6/30/25				IMPLEMENTATION				ADMIN
	START DATE	END DATE	TOTAL CONTRACT AMOUNT	TO BE SPENT FY24/25	CONSTRUCTION	CONSULTING	ONLY PERSONNEL HR (no IDC/operating)	Grant Specific Operating [direct grant mileage and supplies]	IDC
<b>Marin County and Special Districts</b>									
County of Marin	7/1/2024	6/30/2025	\$125,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00
County Employee-Ombudsman	7/1/2014	6/30/2026	\$980,000.00	\$106,050.00	\$0.00	\$0.00	\$101,000.00	\$0.00	\$5,050.00
Marin Water District-Monitoring	9/7/2021		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
County of Marin-CF Project Designs Measure A	8/23/2022	12/31/2024	\$175,000.00	\$95,449.45	\$0.00	\$0.00	\$71,335.00	\$4,000.00	\$20,114.45
	4/1/2023	4/1/2032	\$1,215,672.10	\$411,622.70	\$200,000.00	\$100,000.00	\$86,100.00	\$2,000.00	\$23,522.70
<b>Marin County Funding Total:</b>				<b>\$738,122.15</b>					
<b>State Funding</b>									
CA Wildlife Conservation Board 2022	2/14/2023	3/31/2027	\$478,362.50	\$151,912.68	\$55,832.68	\$50,000.00	\$35,000.00	\$3,400.00	\$7,680.00
CA DFA Healthy Soils 2021	10/1/2021	10/1/2024	\$60,000.00	\$26,600.00	\$6,000.00	\$5,000.00	\$13,000.00	\$500.00	\$2,100.00
CDFA-CAPGP	6/15/2023	6/14/2025	\$159,600.00	\$106,211.00	\$0.00	\$0.00	\$81,625.00	\$8,261.00	\$16,325.00
CA DOC	7/1/2022	12/31/2024	\$429,910.97	\$94,879.85	\$91,630.81	\$0.00	\$0.00	\$0.00	\$3,249.04
CA SCC Carbon	1/1/2022	12/31/2025	\$1,000,000.00	\$284,600.00	\$100,000.00	\$100,000.00	\$60,000.00	\$3,000.00	\$21,600.00
OPR Biomass	2/1/2022	3/31/2025	\$750,000.00	\$291,555.68	\$0.00	\$275,000.00	\$13,796.40	\$0.00	\$2,759.28
UCOP SAREP	8/1/2023	7/31/2025	\$53,728.75	\$50,942.83	\$0.00	\$1,200.00	\$34,752.00	\$10,468.75	\$4,522.08
CDFA HSP Block Grant	12/1/2023	11/29/2027	\$45,000.00	\$11,922.70	\$0.00	\$0.00	\$11,922.70	\$0.00	\$0.00
<b>State Funds Total:</b>				<b>\$1,018,624.74</b>					
<b>Federal Funding</b>									
SWRCB COW CAFF	4/1/2021	12/31/2024	\$800,000.00	\$142,931.64	\$74,435.67	\$23,916.97	\$23,179.00	\$400.00	\$21,000.00
SWRCB COW MILC	3/1/2024	8/30/2027	\$739,872.00	\$329,429.00	\$0.00	\$205,631.00	\$28,525.00	\$5,273.00	\$90,000.00
SPAWN Lower Lagunitas 319H Water Q	12/15/2022	12/15/2025	\$17,542.17	\$2,630.40	\$0.00	\$0.00	\$2,630.40	\$0.00	\$0.00
NACD Regional Soil Health Hub Coordin	3/11/2020	3/10/2025	\$420,307.00	\$52,012.21	\$0.00	\$0.00	\$46,274.71	\$5,737.50	\$0.00
PRNS	3/15/2020	12/31/2024	\$118,132.34	\$18,200.80	\$0.00	\$0.00	\$14,000.00	\$369.00	\$3,831.80
USDA Climate Smart Commodities	10/1/2023	7/31/2028	\$2,393,831.35	\$453,899.00	\$0.00	\$57,195.00	\$308,920.00	\$21,000.00	\$66,784.00
USDA NRCS (Emilie)	9/1/2024	8/31/2026	\$74,979.00	\$31,133.00	\$0.00	\$750.00	\$19,938.00	\$543.00	\$9,902.00
USDA-NRCS GLCI	8/20/2023	6/30/2025	\$27,139.87	\$21,592.47	\$0.00	\$0.00	\$14,982.90	\$1,325.00	\$5,284.57
<b>Federal Funds Total:</b>				<b>\$1,051,828.52</b>					
<b>Foundations &amp; Other Grants</b>									
Audubon Canyon Ranch	11/10/2022	12/31/2024	\$5,987.21	\$4,987.21	\$0.00	\$0.00	\$4,987.21	\$0.00	\$0.00
MALT SAP	7/1/2023	6/30/2025	\$1,198,746.69	\$52,800.00	\$50,000.00	\$0.00	\$2,700.00	\$100.00	\$0.00
Private Foundation G 2024	4/1/2024	3/30/2025	\$40,000.00	\$28,378.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,378.00
<b>Foundations &amp; Other Grants Total:</b>				<b>\$86,165.21</b>					
<b>Total Income</b>				<b>\$2,894,740.61</b>	<b>\$577,899.16</b>	<b>\$818,692.97</b>	<b>\$974,668.32</b>	<b>\$66,377.25</b>	<b>\$457,102.91</b>
					20%	28%	34%	11%	16%
green= grant is awarded but not yet under contract									
Money available for Admin staff (IDC less office expenses):									\$339,172.91

**ACTION ITEM: DISTRICT**

- A. Board approval of response to Marin County Civil Grand Jury Report ~ *Nancy Scolari, Executive Director*

**URGENCY:**

This is urgent. We have 90 days to respond. The report was issued on June 10<sup>th</sup>. The deadline is September 10<sup>th</sup>.

Per the Civil Grand Jury Foreperson, “Comments and responses from any governing body are subject to the notice, agenda, and open meeting requirements of the Brown Act, which requires that any action of a public entity governing board occur only at a noticed meeting for which an agenda has been provided. Responses to Grand Jury reports are public records.”

**BACKGROUND:**

On June 10, 2024, the Marin County Civil Grand Jury issued a report entitled, “[Spending Public Money to Preserve Marin’s Agricultural Heritage: Is Anyone Watching?](#)” The last paragraph of the Report’s Summary states (with some phrases shown in bold):

**“In its investigation, the Grand Jury has not found any evidence of fraud or illegal activity.** However, the manner of distribution of these public funds (and to whom) has created **a public perception of self-dealing by those involved in the process of granting the funds.** The Grand Jury found that the County has for all practical purposes outsourced the oversight of the properties receiving these monies to MALT, a private, non-governmental organization. Further, the County is doing little to oversee MALT’s activities. This report makes **recommendations to address the concerns of the public over perceived conflicts of interest** and ways in which the County can ensure the County Goals are being achieved and protected.<sup>1</sup> This report also recommends ways in which the County can exercise meaningful oversight over the expenditures of public money and reasonably act to lessen the likelihood of actual **or perceived** conflicts of interest or the improper use of taxpayer money.”

The following Penal Code provides an overview of the steps leading to the release of the report.

**Penal Code Section 933 reads as follows:**

This step was completed by the Jury

(a) Each grand jury shall submit to the presiding judge of the superior court a final report of its findings and recommendations that pertain to county government matters during the fiscal or calendar year. Final reports on any appropriate subject may be submitted to the presiding judge of the superior court at any time during the term of service of a grand jury. A final report may be submitted for comment to responsible officers, agencies, or departments, including the county board of supervisors, when applicable, upon finding of the presiding judge that the report is in compliance with this title. For 45 days after the end of the term, the foreperson and his or her designees

shall, upon reasonable notice, be available to clarify the recommendations of the report.

This step was completed by the Jury

(b) One copy of each final report, together with the responses thereto, found to be in compliance with this title shall be placed on file with the clerk of the court and remain on file in the office of the clerk. The clerk shall immediately forward a true copy of the report and the responses to the State Archivist who shall retain that report and all responses in perpetuity.

The RCD must complete this step

(c) No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices. One copy shall be placed on file with the applicable grand jury final report by, and in the control of the currently impaneled grand jury, where it shall be maintained for a minimum of five years.

**Per the Marin Civil Grand Jury, responses must be submitted in both hard copy and pdf file to the following two recipients:**

The Honorable Judge Mark Talamantes  
 Marin County Superior Court  
 P.O. Box 4988  
 San Rafael, CA 94913-4988  
 Send PDF file to: [CourtroomL@marin.courts.ca.gov](mailto:CourtroomL@marin.courts.ca.gov)

AND

Rod Kerr, Foreperson  
 Marin County Civil Grand Jury  
 3501 Civic Center Drive, Room #275  
 San Rafael, CA 94903  
 Send PDF file to: [foreperson@MarinCivilGrandJury.org](mailto:foreperson@MarinCivilGrandJury.org)

**The Marin County Civil Grand Jury Report reads as follows:**

Pursuant to **Penal Code Section 933.05**, the Grand Jury requires responses from the following governing bodies within 90 days:

- Marin County Board of Supervisors (F1-F5, F7-F8; and R1(a), (b), (c), (d), (e); R2(a), (b), (c), (d); R3-R6)
- Marin Resource Conservation District Board of Directors (F1, F5-F6; and R4, R7-R8).

**The Report Findings are as follows:**

F1. Due to a lack of transparency concerning the details of the disbursement of Measure A funds, there is a public perception that there may be conflicts of interest in the way that the funds are being allocated.

F5. Individuals from a small group of West Marin farming families that are often beneficiaries of Measure A funds are consistently among the members of the Marin Resource Conservation District Board of Directors, creating a public perception of conflicts of interest in the disbursement of public funds.

F6. Membership on the Board of Directors of the Marin Resource Conservation District is limited by the absence of any meaningful outreach to the public when terms expire, or vacancies arise.

**The Report Recommendations are as follows:**

R4. The Board of Supervisors should deny any grant application where Farmland Preservation Program funds will be awarded to any person, or their family, who is serving as a member of the board of directors of the Marin Resource Conservation District or MALT, or a member of the Measure A Community Oversight Committee.

R7. The Marin Resource Conservation District should expand the number of its directors from five to seven.

R8. The Marin Resource Conservation District should develop and implement an expanded outreach program aimed at increasing public awareness of the existence of openings on its board of directors and the application process for those positions.

**The Marin RCD may respond in several ways. Penal Code Section 933.05 reads as follows:**

(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

- (1) The recommendation has been implemented, with a summary regarding the implemented action.
- (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
- (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
- (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefore) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

**TODAY'S ACTIONS:**

The Marin RCD must prepare a response that will be provided to the Marin Civil Grand Jury and Marin County Board of Supervisors.

**Option 1:** Board approves Staff's proposed response as-is.

**Option 2:** Board approves Staff's proposed response with edits.

**IMPACTS:** (Describe alliance with [RCD strategic plan](#) and grant goals)

N/A

**AVAILABLE BUDGET:**

Thus far the cost to the District is approximately \$20k including responses to CA Public Record Act requests, Report reviews, edits and preparation of responses.



**DRAFT**

**GRAND JURY REPORT RESPONSES**

Report Title: Spending Public Money to Preserve Marin's Agricultural Heritage: Is Anyone Watching?

Report Date: June 2024

Response By: Nancy Scolari, Executive Director

Agency Name: Marin Resource Conservation District

**FINDINGS REQUIRED RESPONSES:**

F1. Due to a lack of transparency concerning the details of the disbursement of Measure A funds, there is a public perception that there may be conflicts of interest in the way that the funds are being allocated.

F5. Individuals from a small group of West Marin farming families that are often beneficiaries of Measure A funds are consistently among the members of the Marin Resource Conservation District Board of Directors, creating a public perception of conflicts of interest in the disbursement of public funds.

F6. Membership on the Board of Directors of the Marin Resource Conservation District is limited by the absence of any meaningful outreach to the public when terms expire, or vacancies arise.

We disagree wholly or partially with the findings numbered: F1, F5, F6 (See attached)

**RECOMMENDATIONS REQUIRED RESPONSES**

R4. The Board of Supervisors should deny any grant application where Farmland Preservation Program funds will be awarded to any person, or their family, who is serving as a member of the board of directors of the Marin Resource Conservation District or MALT, or a member of the Measure A Community Oversight Committee.

R7. The Marin Resource Conservation District should expand the number of its directors from five to seven.

R8. The Marin Resource Conservation District should develop and implement an expanded outreach program aimed at increasing public awareness of the existence of openings on its board of directors and the application process for those positions.

Recommendations numbered: R4, R7 require further analysis. (See attached)

Recommendations numbered: R8 will be implemented. (See attached)

## ATTACHMENT

### **BACKGROUND:**

The Marin Resource Conservation District (Marin RCD) is proud of a long history of resource conservation dating back to the 1960s when Marin RCD's main function was to approve farm conservation plans created by the US Department of Agriculture (USDA). In the 1990s Marin RCD was one of the first in the state to secure competitive grant funds to work with farmers and ranchers in the development of watershed enhancement plans and the implementation of important water quality projects. The district's role eventually expanded to include other resource concerns such as fisheries, soils, climate, biodiversity and more.

Over time voluntary participation, and therefore increased watershed enhancements, from the ranching community flourished due to the nurturing of trusted private-public partnerships. This successful history led to the public's support of Marin RCD's share of Measure A funding. The 2013 Measure A sales tax provided over \$100,000 per year for 10 years and was used to leverage 2 million in competitive state and federal funding for environmental projects in the county's watersheds. The Marin RCD is proud of the accomplishments made with this funding and therefore were excited to hear of the voter's affirmation of this work when the 2022 Measure A sales tax was approved a second time which is projected to yield an estimated \$640,000 per year. To date, the Marin RCD has secured an additional \$4 million in competitive state and federal funding from agencies such as the USDA, State Coastal Conservancy and State Water Resources Control Board to work on climate-smart practices, coastal watershed enhancements and water quality protections.

The voters have approved a statewide model that supports local governance in the prioritization and implementation of high priority watershed projects backed by local financing. Marin RCD is the only local and/or state agency dedicated to watershed improvements with private landowners in Marin County.

It because of the history stated above that Marin RCD takes extra care in the fair and equitable distribution of public funding and provides the following responses to the Marin Civil Grand Jury's report entitled, "Spending Public Money to Preserve Marin's Agricultural Heritage: Is Anyone Watching?".

### **FUNDAMENTAL INACCURACIES:**

The Report inaccurately characterizes the purpose of Marin RCD's Measure A allocation. Marin RCD's Measure A funds are not dedicated toward the "preservation of ag lands" as described in the title and throughout the Report. Marin RCD's purpose is dedicated toward implementing high priority environmental projects on farms and ranches to enhance climate, biodiversity, water quality, soil health for the common public good. Per Marin County Ordinance No. 3760,

"The Sustainable Agriculture Program's annual amount shall provide matching grants to the Marin Resource Conservation District for the purpose of implementing carbon farm

plans and similar projects on working agricultural lands which will support and enhance water quality and soil health, biodiversity, wildlife corridors, riparian zones, erosion control, climate resiliency, and safeguard wildlife habitat and pollinators."

The Report inaccurately conflates the Marin RCD, an independent special district of the State of California, with the Marin Agricultural Land Trust, a non-profit organization, and it is often unclear as to which entity the report is referring to. For example, the Report's conclusion below inaccurately identifies MALT's role as overseeing properties and Measure A funds. In fact, Marin RCD receives a direct allocation from the County of Marin and makes awards, per the Ordinance, independent of the Marin Agricultural Land Trust.

"In its investigation, the Grand Jury has not found any evidence of fraud or illegal activity. However, the manner of distribution of these public funds (and to whom) has created a public perception of self-dealing by those involved in the process of granting the funds. The Grand Jury found that the County has for all practical purposes outsourced the oversight of the properties receiving these monies to MALT, a private, non-governmental organization. Further, the County is doing little to oversee MALT's activities. This report makes recommendations to address the concerns of the public over perceived conflicts of interest and ways in which the County can ensure the County Goals are being achieved and protected.<sup>1</sup> This report also recommends ways in which the County can exercise meaningful oversight over the expenditures of public money and reasonably act to lessen the likelihood of actual or perceived conflicts of interest or the improper use of taxpayer money."

#### **LEGAL CONCLUSIONS:**

The Marin RCD is pleased of the Report's conclusion, "the Grand Jury has not found any evidence or fraud or illegal activity" and believes the Report should also reference the 2023 CA Fair Political Practices Commission finding in which a complaint was filed, and the Commission did not find any evidence to support violations of the following laws which are applicable to the Marin RCD:

Government Code Section 1090 "prohibits an officer, employee, or agency from participating in making government contracts in which the official or employee within the agency has a financial interest. Section 1090 applies to virtually all state and local officers, employees, and multimember bodies, whether elected or appointed, at both the state and local level."

Public Resources Code Section 9412, "Each district may provide technical assistance to private landowners or land occupants within the district to support practices that minimize soil and related resource degradation and support increased resiliency and adaptation to climate change. When in the judgment of the directors it is for the benefit of the district so to do, the directors may give assistance to a private landowner or land occupant within the district in seeds, plants, materials, and labor, and may loan or rent to that private landowner or that land

occupant agricultural machinery or other equipment. Assistance shall not be given or loans shall not be made unless the landowner or land occupant receiving the aid or assistance agrees to devote and use the aid or assistance on their lands within the district in furtherance of objectives of the district and in accordance with district plans or regulations. Notwithstanding the fact that the landowner or land occupant is also a director, any landowner is qualified to and may receive assistance or loans under this section.”

Government Code Section “87100. A public official at any level of state or local government shall not make, participate in making, or in any way attempt to use the public official’s official position to influence a governmental decision in which the official knows or has reason to know the official has a financial interest.”

The following are the Marin RCD’s required responses to the 2024 Grand Jury Report investigation entitled “Spending Public Money to Preserve Marin’s Agricultural Heritage: Is Anyone Watching?”

**F1. Due to a lack of transparency concerning the details of the disbursement of Measure A funds, there is a public perception that there may be conflicts of interest in the way that the funds are being allocated.**

**The Marin RCD disagrees with this finding.**

The Marin RCD prides itself in its transparency in the selection of high priority environmental projects that will provide the greatest benefits to the community.

1. The Marin RCD follows the Ralph M. Brown Act. All agenda and minutes are posted per Brown Act requirements and are located at the [marinrcd.org](http://marinrcd.org) website. The public is encouraged to attend public meetings either in person or remotely. The website indicates that all meeting materials are available to the public upon request. Over 20 years’ worth of agendas, minutes, and audits are available at the website in addition to annual budgets and a response to a [CA Fair Political Practices Commission complaint](#) containing over 60 pages of detail referencing payment distributions.
2. The Report contradicts the Civil Grand Jury’s [2015-2016 Web Transparency Report Card: Bringing Marin County Local Governments to Light](#) where the Marin RCD was one of 14 agencies receiving an A-grade or higher in transparency of 126 local agencies audited.
3. Environmental projects are reviewed and ranked by third-party advisors according to a process which is described on the Marin RCD’s [Measure A](#) and [How we Operate](#) web pages.

The Marin RCD does not believe there is sufficient evidence to support a public perception that there may be conflicts of interest in the way the funds are being allocated.

1. The Report fails to mention voter confidence. In 2013 and 2022, Measure A passed by nearly 75% (over 60,000 votes each year).
2. Appendix C entitled, *“Articles Appearing in Local Publications Describing Concerns About Perceived Self-Dealing and Conflict of Interest Over the Granting and Receiving of Measure A Funds”* cites 11 sources including blog posts, opinion pieces and news articles as evidence to support. Only 3 sources mention the Marin RCD. Evidence also contains important errors of omission including articles such as Marin IJ’s, *State Declines to Investigate Marin Conservation Panelists*.
3. The “public perception” of the Marin RCD is influenced by it being inaccurately associated with key players in other controversies involving agriculture in which it has no involvement e.g., the ranch and elk controversies in the Pt. Reyes National Seashore and the conflict-of-interest issues involving MALT in recent years.

It is also important to note that Measure A funds are not designed to support dedicated outreach efforts; they are to provide matching grants for the implementation of projects. The Marin RCD’s administration and outreach efforts rely primarily on competitive grant funding. The State does not provide operational support, and the County of Marin provides an allocation of \$125,000 per year.

**F5. Individuals from a small group of West Marin farming families that are often beneficiaries of Measure A funds are consistently among the members of the Marin Resource Conservation District Board of Directors, creating a public perception of conflicts of interest in the disbursement of public funds.**

**The Marin RCD disagrees with this finding.**

1. ALL ranchers are invited to submit their proposed projects through the [marinrcd.org application page](https://www.marinrcd.org/application).
2. The Report fails to mention the ranking and selection process which is described on Marin RCD’s [Measure A](#) and [How we Operate](#) web pages. The review and ranking is led by third-party experts before recommendations are made to the Marin RCD Board of Directors. Any board members with conflicts of interest abstain from discussions and the voting process.

This year, to further distance the Marin RCD from perceived conflicts of interest, the Board approved an amended Conflict of Interest Policy prohibiting the Board from making any decision to award grants to Board members and instead relying on local, state and federal agencies to authorize awards. It is important to note that this provision does not prevent the Marin RCD from providing direct assistance to board members, as authorized by law, after approvals have been made by such agencies.

**F6. Membership on the Board of Directors of the Marin Resource Conservation District is limited by the absence of any meaningful outreach to the public when terms expire, or vacancies arise.**

**The Marin RCD disagrees partially with the finding.**

The Marin RCD is always open to suggestions for improvement in providing meaningful outreach to fill vacancies. This year the Marin RCD Board had 4 vacancies. Announcements were posted at some combination of the following outlets. No more than 4 candidates applied in each of the 2 candidacy opportunities:

- Posted vacancy in Point Reyes Light/Marin Independent Journal
- Posted vacancy in 2 public places (including the Point Reyes PO)
- Posted vacancy on the RCD website
- Posted vacancy in the RCD Newsletter
- Submitted a notice of vacancy to the County Elections office; posted at County Elections webpage.
- Posted vacancy in the Marin Farm Bureau newsletter

The Marin RCD encourages participation by those who are dedicated to furthering CA Public Resources Code Policy “that resource conservation is of fundamental importance to the prosperity and welfare of the people of this state” in addition to securing directors who have experience related to the following subject matter:

- Section 9151, “... the control of runoff, the prevention or control of soil erosion, the development and distribution of water, and the improvement of land capabilities.
- Section 9152, “The lands included in a district shall be those generally of value for agricultural purposes, including farm and range land useful for the production of agricultural crops or for the pasturing of livestock, but other lands may be included in a district if necessary for the control of runoff, the prevention or control of soil erosion, the development and distribution of water, or land improvement, and for fully accomplishing the purposes for which the district is formed.

The Marin RCD is also bound by CA Public Resources Code requirements; however, the Code limits the pool of qualified candidates. The following sections apply:

- Section 9303, “The directors shall receive no compensation for their services...”
- Section 9304, “No director or other officer of the district shall be interested directly or indirectly in the sale of equipment, materials, or services to the district.”
- Section 9352, “(a) Directors shall be registered voters in the state. (b) Except as provided in subdivision (d), directors shall (1) reside within the district and either own real property in the district or alternatively have served, pursuant to the district’s rules,

for two years or more as an associate director providing advisory or other assistance to the board of directors, or (2) be a designated agent of a resident landowner within the district.”

Directors are expected to be prepared for and attend all monthly meetings and participate in an advisory capacity whenever necessary. The average time commitment per director is estimated to be between 8-16 hours per month, which may also limit the pool of candidates.

**The Report Recommendations are as follows:**

**R4. The Board of Supervisors should deny any grant application where Farmland Preservation Program funds will be awarded to any person, or their family, who is serving as a member of the board of directors of the Marin Resource Conservation District or MALT, or a member of the Measure A Community Oversight Committee.**

**The Marin RCD requires further analysis of this recommendation.**

The recommendation requires clarification from the Marin Civil Grand Jury. Measure A funding distributions are made in different ways. One method of distribution is through grants issued by the Board of Supervisors for the purchase of MALT easements or the Food Agriculture and Resilient Food Ecosystems program. The Marin RCD is not involved in the review and approval of these grants. The Marin RCD would like confirmation that the recommendation specifically applies to this funding distribution.

The method of distribution is through the Marin RCD and third-party experts who then review, rank and award projects to support water quality, soil health, biodiversity etc. Marin County Parks and Open Space Staff provide review and approval of work plans to confirm projected expenditures. In this instance, no awards are made by the Board of Supervisors. Furthermore, the CA Fair Political Practices Commission has opined that Public Resources Code section 9412 expressly allows resource conservation districts to affect the real property interests of board members through the rendering of direct assistance.

The Marin RCD will respond to this question within 3 months, with confirmation of the Civil Grand Jury’s intention.

**R7. The Marin Resource Conservation District should expand the number of its directors from five to seven.**

**The Marin RCD requires further analysis of this recommendation.**

The Marin RCD began conversations with County Counsel to explore the expansion of seats in October of 2021 and remains interested in exploring this option within the next 6 months. The

Board will discuss several considerations including, but not limited to, representation associated with the following attributes:

- Diversity of agricultural land uses
- Environmental stewardship
- Geographic location
- Experience with government programs

**R8. The Marin Resource Conservation District should develop and implement an expanded outreach program aimed at increasing public awareness of the existence of openings on its board of directors and the application process for those positions.**

**The Marin RCD will implement this recommendation.**

The Marin RCD will implement this recommendation to increase its outreach efforts to increase public awareness. In addition to the outreach measures discussed in the findings, the following actions will be taken:

1. Encouraging our partners and representative Supervisors to publish the availability of seats in newsletters.
2. Posting more detailed information on our [marinrcd.org](http://marinrcd.org) website about the application process and qualifications permanently, and not solely during the availability of vacancies.
3. Advocating for Measure A and/or county funding appropriations associated with outreach to increase the public's awareness of Marin RCD's community impacts and therefore the interest of prospective Board member candidates.



## **ACTION ITEM: DISTRICT**

### **3E. Board approval of response to the Draft California Association of Resource Conservation District Bylaws.~ Nancy Scolari, Executive Director and Jerry Meral, MRCD Director**

#### **URGENCY:**

This is urgent. Comments are due to CARCD by the end of the month.

#### **TODAY'S ACTIONS:**

Board member, Jerry Meral has proposed the following response/comments. CARCD's edited version is attached as Exhibit A.

The following are comments by the Marin Resource Conservation District on the proposed changes to the bylaws of the California Association of Resource Conservation District. We trust that the next version of the proposed bylaws will be reviewed by counsel before the bylaws are proposed for adoption.

#### **At large directors and advisory committee**

We recommend that the at-large directors of CARCD be retained, and that CARCD not create an advisory committee. We do not see in the existing bylaws any authority for the Board to appoint at-large directors. Language authorizing at-large directors should be added to the bylaws.

It is critical that CARCD does as much as it can to spread the word about the benefits of Resource Conservation Districts. By including at-large directors on the board, it makes it possible to bring expertise on public education, media, governance, and other importance skills that will make governance of CARCD much more effective. These skills are not always available from those who would otherwise be eligible to serve on the CARCD Board. Diversification of the CARCD board can best be achieved by including at-large directors with backgrounds that are different but complimentary to the directors who come from RCDs.

We note that at-large directors are proposed to be included on committees. This is a good idea, and for the same reasons, they should be included on the board of directors.

With respect to an advisory committee, we recommend against it. Making good use of advisory committees requires a lot of work by staff. Meetings must be organized and should not be only on Zoom, information must be sent out, agendas prepared, speakers invited, venues arranged and so on. Many organizations fail to properly service their advisory committees, making the members resentful. They begin to feel they are being exploited by simply listing their names on an advisory committee for prestige purposes, without actually seeking their advice.

One of our directors is on 4 advisory boards to organizations roughly the size of CARCD. Only one of these actually ever has meetings of their advisory board, and that one only meets once a year.

We think CARCD staff have enough to do without burdening them with administration of an active advisory committee.

We note that a great deal of the language in the bylaws and proposed amendments to the bylaws is unclear or confusing. We list a few examples below. Before the members are asked to approve the bylaws all this language should be improved.

### **Board procedures**

We suggest that the bylaws specify how the CARCD Board of Directors conducts its business.

1. Notice of the Board meeting along with the agenda and board packet should be sent by email to all RCD members at least one week before the meeting. The same material should be provided to any individual RCD board member or staff member who requests to be on the distribution list.
2. The board president should have the right to limit public comment to a specified period of minutes when necessary to expedite the meeting.

### **Transparency**

All records of the organization should be made available to any CARCD Director or dues paying member on request, including the minutes of any board or committee meeting, financial records, and legislative positions. Confidential materials regarding litigation and personnel actions and records can be excluded from this requirement.

### **Directors**

With the exception of at-large directors, the Board should be required to fill vacancies on the board within 90 days of the occurrence of a vacancy.

We support District Managers being part of the Board of Directors.

### **Specific comments on text**

#### **Article 1**

#### **Section 3**

*“Section 3. The Association has the purposes for which it is authorized under Division 9 of the Public Resources Code of the State of California. As such, the Association is an instrumentality of member districts in carrying out the natural resources and soil and water policies of the State of California, insofar as those functions have been delegated to the districts by statute.”*

This section needs to be entirely rewritten. First, nothing in Division 9 authorizes anything about the Association. The Association is a nonprofit, which is only authorized to operate pursuant to the law which creates nonprofit organizations. Second, CARCD is not an instrumentality of member districts, since that would make it a Joint Powers organization. Districts do not actually carry out all the state’s resource policies: only a very limited number. Also, the Section does not actually make any sense in English.

We suggest the following revision:

The purpose of the Association is to promote the work of Resource Conservation Districts in California through mutual exchange of information, funding, and organizational development.

#### **Section 4**

Adding “Baja” to “Southern Region” makes no sense, and will lead people to think CARCD is an international organization.

To avoid confusion, each region should include specified counties. If an RCD covers more than one county, the RCD should be able to choose which region it will vote in. No district should be allowed to vote in more than one region.

We note that 80% of the state’s population is represented by 30% of the regions (southern, Bay Delta, and SoCal Inland). While it is understandable that the regions should emphasize agricultural and especially rangeland productivity, the regional map does not do so. Consideration should be given to having regions that represent LA, Orange, and San Diego Counties.

#### **Article 2**

**Section (1)(j).** Delete the language “under their purposes and powers”. Everything the board does must be authorized by the articles and bylaws. This language seems to imply there may be some other authority, which there is not.

#### **Article 4**

**Section 1. “Section 1. Regional Chairs and Vice Chairs – *The member districts of each Region shall biennially, at the Region’s regular meeting, elect a Regional Chair and Regional Vice Chair, who shall take office immediately following their election. Only directors of member districts shall be eligible to serve as Regional Chair and Regional Vice Chair.*”**

It appears that not all regions hold regular meetings. We suggest the following language:

“The member districts of each Region shall elect by majority vote a Regional Chair and Regional Vice Chair from the boards of directors of the member districts, who shall take office immediately following their election.”

The language about only directors serving as Regional Chair and Vice Chair conflicts with the alternative sections.

The alternative sections belong in Article VI, not Article IV. These sections deal with the membership of the Board of Directors, and everything specifying qualifications of the board of directors needs to be under Article VI. Article IV should deal with the selection and duties of Regional Chairs. Article VI should deal with the membership of the Board Directors, including Regional Chairs.

We support DM Alternative 1A. That language should be included in Article VI, not Article IV. Alternative 1B introduces a lot of potential difficulties, not the least of which is that not all Regions may have a Vice Chair, and Alternative 1B might eliminate their voice as a region on the Board of Directors.

### **Section 3.**

This language needs alteration:

*“One district shall constitute a quorum for the transaction of business at a Regional meeting, and action shall be taken by a majority of the Region members present and voting. However, unless at least one-third of the member districts in the Region are in attendance at a regular Regional meeting, the only matters which may be voted on are those matters the general nature of which was specified in the notice of the meeting. The Regional Chair or, in the absence of the Regional Chair, the Regional Vice Chair shall preside over Regional meetings.”*

Under this language, one single district could elect a member of the CARCD Board of Directors, since Regional Chairs serve on the Board. The first sentence should be changed to read:

*“A quorum for the transaction of business at a Regional Meeting shall be a majority of the member districts in that region, and action shall be taken by a majority of the Region members present and voting”*

Even this language allows as few as one or two RCDs to elect one of CARCD’s directors. For example, the High Desert region includes five RCDs (It is unknown how many of them are actually full members of CARCD), but only two of them appear to be active. So, one or two districts could elect a member of the CARCD Board. A similar situation may be present in other regions.

To the extent that regions do not elect regional directors, the Board of Directors should appoint at large directors to fill vacancies.

Section 5. We prefer alternative 2 description of the Executive Committee, except that we believe that no meeting of the board, executive committee or any other committee should ever be closed to any dues paying member except in cases of personnel matters or litigation.

### **Article 5**

**Section 1.** This reads in part:

*The President shall recommend and the Board of Directors shall appoint a nominating committee consisting of District Managers/Executive Directors. The elected District Managers/Executive Directors shall have one representative from the following three areas of the state (Northern, Central or Southern).*

But Article 6, Section 2 says:

**Section 2. Nominations** – *The Board shall, no later than March 31st in the year in which elections of officers is to be held, appoint a Nominating Committee consisting of District Directors who are on the Board of Directors, the size of which, shall be determined by the Board.*

These two are inconsistent with respect to the role of the President. Also “which” in section 2 seems to refer to the size of the board of directors. It should read:

*The Board shall, no later than March 31st in the year in which elections of officers ~~is~~are to be held, appoint a Nominating Committee consisting of District Directors who are on the Board of Directors; ~~The size of~~ which, the Nominating Committee shall be determined by the Board.*

We prefer the board creation of the Nominating Committee.

#### **Article 6.**

**Section 3.** This section should require that a quorum of the membership is present before the election can take place. Later, the inspector of elections is required to determine if a quorum exists, but the wording does NOT say that a quorum is required to hold an election.

#### **Article 7.**

**Section 5.** All committee reports should be posted on the CARCD website.

#### **TODAY’S ACTION:**

**Option 1:** Board approves Jerry’s comments as-is.

**Option 2:** Board approves Jerry’s comments with edits.

**Option 3.** Board chooses not to respond.

**IMPACTS:** (Describe alliance with [RCD strategic plan](#) and grant goals)

N/A

#### **AVAILABLE BUDGET:**

N/A

**EXHIBIT A**

# **Bylaws of the California Association of Resource Conservation Districts**

**BYLAWS COMMITTEE WORKING DRAFT  
JULY 2024**

~~Approved November 2018~~

**California Association of  
Resource Conservation Districts**

**1007 7th Street, #414**

801 K Street, 14th Floor

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(916) 457-7901

~~(916) 457-7904~~

Web site: [www.carcd.org](http://www.carcd.org)

These bylaws govern the activities of the Association of RCDs and the Regions of CARCD. Division 9 of the Public Resources Code governs individual RCDs. Other regional associations of RCDs may be governed by their own bylaws.

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# CALIFORNIA ASSOCIATION OF RESOURCE CONSERVATION DISTRICTS

## BYLAWS

### ARTICLE I. GENERAL PROVISIONS

**Section 1. Name** – The name of this corporation is the California Association of Resource Conservation Districts (CARCD).

**Section 2. Organization** – The Association is organized under the Nonprofit Public Benefit Corporation Law of the State of California.

**Section 3. Purposes** – The Association has the purposes for which it is authorized under Division 9 of the Public Resources Code of the State of California. As such, the Association is an instrumentality of member districts in carrying out the natural resources and soil and water policies of the State of California, insofar as those functions have been delegated to the districts by statute.

**Section 4. Regions** – For the purpose of electing members of the Board of Directors of the Association (other than the President, Vice President, Secretary-Treasurer) and for such other purposes as may properly be delegated by the Board of Directors, the membership shall be divided into ten representative geographic Regions as follows listed below. Initially, RCDs are assigned to Regions as they existed in December 2024. The Board of Directors may move an RCD to a new Region on the request of the RCD and with the concurrence of both the losing and gaining RCD. In moving an RCD to a new Region the Board of Directors shall consider the future viability of the losing Region and shall maintain geographical continuity of the Regions.

- (a) North Coast Region. –~~Del Norte RCD, Gold Ridge RCD, Humboldt County RCD, Klamath-Trinity RCD (Tribal), Marin RCD, Mendocino County RCD, Shasta Valley RCD, Siskiyou County RCD, Sonoma RCD, and Trinity County RCD.~~
- (b) Modoc Plateau Region. –~~Central Modoc RCD, Fall River RCD, Goose Lake RCD, Honey Lake Valley RCD, Lava Beds/Butte Valley RCD, and Pit River RCD.~~
- (c) Central Sierra Region. –~~Alpine County RCD, Amador County RCD, Coarsegold RCD, El Dorado RC, Eastern Kern County RCD, Inyo Mono RCD, Kern Valley RCD,~~
- (d) ~~RCD, Inyo Mono RCD, Kern Valley RCD,~~
- (e) ~~Mojave Desert RCD and Tehachapi RCD.D, Florin RCD, Georgetown Divide RCD, Mariposa County RCD, Mono County RCD, Nevada County RCD, Placer County RCD, Sloughhouse RCD, Tahoe RCD and Tuolumne County RCD.~~
- (f) High Desert Region. –~~Eastern Kern County RCD, Inyo Mono RCD, Kern Valley RCD, Mojave Desert RCD and Tehachapi RCD.~~
- (g) Southern California Baja Region. –~~Bard RCD, Coachella Valley RCD, RCD of the Greater San Diego County, Imperial Irrigation District RCD, Palo Verde RCD and Upper San Luis Rey RCD.~~
- (h) SoCal Inland Region. –~~Antelope RCD, Elsinore Murrieta Anza RCD, Inland Empire RCD, Mission RCD, Riverside-Corona RCD, and San Jacinto Basin RCD,~~
- (i) Central Coast Region. –~~Cachuma RCD, Coastal San Luis RCD, Loma Prieta RCD, Monterey County RCD, RCD of the Santa Monica Mountains, San Benito RCD, San Mateo County RCD, Santa Cruz County RCD, Upper Salinas-Las Tablas RCD, and Ventura County RCD.~~
- (j) Bay Delta Region. –~~Alameda County RCD, Contra Costa County RCD, Dixon RCD, East Stanislaus RCD, Guadalupe Coyote RCD, Lower Consumnes RCD, Napa County RCD, San Joaquin County RCD,~~

~~Solano County RCD, Suisun RCD, and West Stanislaus RCD.~~

(k) ~~Sacramento Valley Region.—Butte County RCD, Colusa County RCD, Lake County RCD, Feather River RCD, Glenn County RCD, Sierra Valley RCD, Sutter County RCD, Tehama County RCD, Western Shasta RCD, Yolo County RCD and Yuba County RCD.~~

(l) ~~San Joaquin Valley Region.—Chowchilla Red Top RCD, Columbia RCD, East Merced RCD, Excelsior-Kings River RCD, Firebaugh RCD, Grassland RCD, Gustine-Romero RCD, James RCD, Los Banos RCD, Madera RCD, North Fork Rancheria(Tribal), North West Kern, Panoche RCD, Poso RCD, Rosedale-Rio Bravo RCD, Picayune Rancheria(Tribal), San Luis RCD, Sierra RCD, Tulare County RCD, Tulare Lake RCD, and Westside RCD.~~

**Section 5. Fiscal Year** – The fiscal business year of the Association shall commence on the first day of July ~~January~~ of each calendar year and shall terminate on the thirtieth ~~thirty-first~~ day of June ~~December~~ of the following same calendar year.

~~Section 6. Seal —The Association shall have a common seal, which shall be a circle having conveniently arranged thereon the words “CALIFORNIA ASSOCIATION OF RESOURCE CONSERVATION DISTRICTS, ESTABLISHED DECEMBER 12, 1945.”~~

~~Section 7. California Association of District Employees (CODE) —The California Association of District Employees (CODE) shall be an affiliate of the Association, and shall be governed by separate bylaws. The objective of this affiliation is to strengthen the Conservation District program of the State of California by the effective utilization of the skills of the members of the CODE in support of the purposes and activities of the Association and its committees; to provide assistance, information, and support to Conservation Districts, employees, and their governing boards; and to promote the professional development of Conservation Districts and their employees.~~

**Section 86. Construction of Bylaws** – These Bylaws shall be construed and applied in accordance with the Nonprofit Public Benefit Corporation Law of the State of California. In the event of any conflict between a provision of these Bylaws and the Nonprofit Public Benefit Corporation Law, that provision shall not be given effect, but the remaining provisions of these Bylaws shall be applied without regard to the invalid provision.

**Section 97. Amendment of Bylaws** – These Bylaws may be amended by a majority vote of a quorum of member districts.

**ARTICLE II. DEFINITIONS (NOTE: definitions reorder alphabetically)**

**Section 1.** As used in these Bylaws:

- (a) “Association” means the California Association of Resource Conservation Districts.
- (b) “Board of Directors” or “Board” means the Board of Directors of the Association.
- (c) “Director” means a member of the Board of Directors.
- (d) “District” means a Resource Conservation District of the State of California.
- (e) “District director” means a director of a district.
- (f) “Member district” means a district that is a current member of the Association.
- (g) “Region” means a geographic division specified in Section 4 of Article I, and also means the group of member districts comprising that geographic Region.
- (h) “Regional Chair” means the Chair of a Region elected by the members of that Region.
- (i) “Regional Vice-Chair” means the Vice Chair of a Region elected by the members of that Region.
- (j) “Resolution” means a document on Association policy or intent (1) proposed

for adoption by the general membership of the Association, by one or more districts, or by a governance or a standing committee of the Association or (2) adopted by the general membership of the Association or (3) adopted by the Board of Directors under their purposes and powers.

### **ARTICLE III. POLICIES**

**Section 1. Policies**—The following shall be policies of the Association:

(a) To encourage rural and urban landowners to organize to the end that all the public and private land of the state may eventually be included in self-governing Resource Conservation Districts and to encourage retention of lands presently within a district's boundaries.

(b) To inspire district directors to the full acceptance of the responsibilities of leadership.

(c) To strengthen the basic American principle that the function of government is to serve, not to dominate or control.

(d) To seek public assistance for conservation work which is in the public interest and which land users need assistance to perform.

(e) To seek arrangements whereby Federal, State, County, and City agencies may extend technical and other assistance to districts, may cooperate with districts and may utilize services and facilities of the districts in the local application and administration of their respective program responsibilities.

(f) To keep all segments of the public concerning the needs and achievements of the conservation programs administered by the districts (1) by giving information to newspapers, magazines, and television and radio stations, (2) by maintaining industry-district cooperation, (3) by sponsoring Soil Stewardship Week, and (4) by working with youth groups.

(g) To encourage and facilitate close and effective cooperation between the districts and Federal and State agencies, and between the districts and rural and urban local public

agencies, and between districts and all private agencies that are concerned with conservation, improvement, and development of natural resources.

(h) To convince all who use or manage land and water that America's future well-being depends on using each acre within its capabilities and treating each acre according to its needs for conservation, development and improvement.

(i) To ensure that the Association rejects any and all partisan political affiliation, and engages in no partisan political activities. It will not participate or intervene in any political campaign on behalf of or in opposition to any candidate for any national, state, or local elective public office.

(j) To assist districts in assuming their appropriate responsible role in the local formulation and administration of specialized and regional resource conservation programs, such as watershed programs, resource conservation and development projects, river basin programs, public lands programs, and any other resource program

(k) To work toward achieving the maximum administrative and technical efficiency in the operations of the districts, through facilitating an interchange of advice and experience among the districts, and through keeping district directors informed of the activities and experience of all other districts.

(l) To participate in and encourage coordinated resource management and planning to promote cooperation and efficiency in management and improvement of the State's renewable resources.

### **ARTICLE III IV. MEMBERSHIP/VOTING**

**Section 1. Eligibility for Membership** – Every district shall be eligible for membership in the Association.

The Board of Directors may additionally authorize any person, firm, association, or corporation to become an Associate,

~~Sustaining, or Honorary Member of the Association and may, for purposes of these special memberships, establish a required annual contribution. Associate, Sustaining, and Honorary Members shall be entitled to attend meetings of the Association and to receive informational publications of the Association, but shall not have voting rights.~~

**Section 2. Dues** – A district shall become a member of the Association and shall renew its membership by payment of annual Association dues, which shall be established and assessed by the Board of Directors. The Board of Directors has the discretion to allow one or more districts to be a member of the association while paying less than the approved annual rate provided each district follows requirements established in policy to request such status. ~~The Association dues shall be payable when billed on or after January 1 of each year, and shall become delinquent on July 1 of that year. Any member district, which fails to renew its membership by payment in full of its dues quota on or before the September 1 shall be stricken from the voting membership roll. A district, which has lost its voting rights in the Association for nonpayment of dues, may restore its rights by applying to the Board of Directors for reinstatement and by paying dues for the current year.~~

**Section 3. Voting** – Each member district shall have one vote, which shall be exercised by a delegate representing the district at the annual meeting, at any other meeting wherein the general membership is assembled, or at any Regional meeting. At any meeting of the general membership a majority of the members shall constitute a quorum for the conduct of business. All actions of the members, including election of directors and officers, shall be taken upon a majority vote of the members present and voting. **NOTE - this section renumbered as Section 4)**

**Section 34. Selection of Delegates** – Each member district shall select a district director as its delegate (and may select another district director as an alternate delegate) to represent the district in any meeting of the members of the Association or at any

~~Regional meeting of the Association. Delegates and alternates shall be selected by vote of the district's directors and shall serve for a term of one year, unless sooner removed by a vote of the district's directors taken at a public meeting. The Association shall transmit an identifying credential to each member district in advance of any meeting of the general membership, for use by the voting delegate of that district.~~

**Section 43. Voting** – Only delegates (or alternate delegates acting in the absence of a regular delegate) shall be entitled to vote at meetings of the general membership and Regional meetings. **(NOTE: This sentence moved without changes from Article XI, Section 6, second to last paragraph of current Bylaws)** Each member district shall have one vote, which shall be exercised by a delegate representing the district at the annual meeting, at any other meeting wherein the general membership is assembled, or at any Regional meeting. At any meeting of the general membership a majority of the member districts represented by at least one District Director shall constitute a quorum for the conduct of business. All actions of the member districts, including election of directors and officers, shall be taken upon a majority vote (greater than 50%) of the members present and voting. **(NOTE: this section was previously Section 3 - changes from existing Bylaws noted by strikeout and underline)**

No voting by proxy or cumulative voting shall be permitted at meetings of the general membership or at Regional meetings. **(NOTE: This sentence moved without changes from Article XI, Section 6, second to last paragraph of current Bylaws)**

**Section 5. Meetings** – A regular annual meeting of the general membership shall be held at the annual conference, ~~in November of each year.~~ The exact date and location of which shall be determined by the Board of Directors. If the Board determines that it is not practical or possible to have the annual meeting at the conference, the President shall call a special meeting as described in Article V, Section 1. Notice of the annual meeting shall be given pursuant to this

section not less than 60 days prior to that meeting by electronic mail or, if no email address is available, by first class mail, or certified mail Priority Mail or other trackable mail service to each member district at the last known address of each member. Notice of the annual meeting conference shall specify any action that the Board of Directors, at the time the notice is given, intends to present for action by the general membership, but any proper matter may be presented at the meeting for action of the members. **(NOTE: This prior sentence was relocated from the following paragraph with changes noted.)** The notice of the annual meeting conference at which election of officers is to occur shall also include the names of the persons nominated by the Nominating Committee's list of nominees for the offices of President, Vice President, and Secretary/Treasurer. **(NOTE: This prior sentence was relocated from the following paragraph with the noted changes.)**

In accordance with Section 5510 of the Corporations Code of the State of California, special meetings of the membership may be called by the Board of Directors, by the President, or upon petition of 5 five percent or more of the members the latter of which requires action by the Boards of Directors of petitioning districts, submitted to the President. Such a petition shall specify the general nature of the business to be transacted at the special meeting. Upon receipt of such a petition, the President or the Board of Directors shall call a special meeting of the members for the transaction of that business not less than 35 days nor more than 90 days after receipt of the petition. The President or Board of Directors shall provide not less than 10 nor more than 90 days notice of the place, date, and time of each meeting of the general membership by electronic mail or, if no email address is available, by first class mail or Priority Mail or other trackable mail service certified mail, to each member district at the last known address of each member. ~~provided, that notice of the annual conference shall be given pursuant to this section not less than 60 days prior to that meeting. Notice of the annual conference shall specify any action that the Board of Directors, at the time the~~

~~notice is given, intends to present for action by the general membership, but any proper matter may be presented at the meeting for action of the members. (NOTE: This prior sentence was relocated to the paragraph above with changes noted.)~~ The notice of the annual conference shall also include the names of the persons nominated by the Nominating Committee for the offices of President and Vice President. **(NOTE: The prior sentence was relocated to an earlier paragraph with noted changes.)** ~~In the case of a special meeting t~~ The notice shall state the general nature of the business to be transacted.

~~Only delegates (or alternate delegates acting in the absence of a regular delegate) shall be entitled to vote at meetings of the general membership and Regional meetings. NOTE: This sentence moved to Article III, Section 4, first sentence with no changes)~~ ~~No voting by proxy or cumulative voting shall be permitted at meetings of the general membership or at Regional meetings. NOTE: This sentence moved to Article III, Section 4, last paragraph with no changes)~~

The President of the Association, ~~or~~ the Vice President in the absence of the President, or the Secretary-Treasurer in the absence of both the President and Vice-President shall preside at all meetings of the general membership. Except as otherwise provided in these Bylaws or the Nonprofit Public Benefit Corporation Law of the State of California, the proceedings shall be conducted in accordance with applicable provisions of Robert's Rules of Order.

**Section 6. Mail Voting** – Except as otherwise provided in Section ~~4 3~~ of Article ~~IV~~ 5 of these Bylaws, any action which may be taken by the membership at any regular, special, or Regional meeting, including the election of directors of officers, may also be taken without a meeting if the Association or Region, respectively, distributes a written ballot by first class mail to each member entitled to vote on the matter. The ballot shall set forth the proposed action, provide a suitable means by which each member district may indicate its vote, and provide a reasonable time within which to return the

ballot to the Association or Region, as the case may be.

The mail balloting shall be valid only if the number of ~~vote's~~ votes cast meets the applicable quorum required to be present at a meeting. Mail balloting shall be conducted in all respects in accordance with Section 5513 of the Corporations Code. The secretary of each member district voting by mail ballot shall certify that the action thereon is the action of the Board of Directors of that member district.

**Section 7. Powers and Duties** – The general membership acting at a meeting or by mail voting, in accordance with these Bylaws, shall have the following powers and duties:

- (a) These Bylaws may be amended only by action of the general membership.
- (b) Delegates of member districts may place names in nomination for officers during election years at the scheduled annual membership meeting.
- (c) ~~(b)~~ The general membership shall elect a President, Vice President, and Secretary-Treasurer on odd numbered years. ~~The Immediate Past President shall serve as the NACD Board Member. In the event the Immediate Past President cannot serve the Board shall appoint the Representative from any Board Member or Member RCD Director.~~
- (d) ~~(c)~~ The general membership may adopt resolutions within the scope of the purposes and powers of the association for implementation by the Board of Directors.
- (e) ~~(d)~~ The general membership may request reports from the Board of Directors, particular officers, and committees of the Association, which shall be submitted to the members in such form and at such time as directed by action of the general membership.

#### ARTICLE IV. REGIONS

**Section 1. Regional Chairs and Vice Chairs** – The member districts of each Region shall biennially, at the Region's regular meeting, elect a Regional Chair and Regional Vice Chair, who shall take office immediately following their election. Only directors of member districts shall be eligible to serve as Regional Chair and Regional Vice Chair.

In the event that no directors of member districts are willing to assume the position of Regional Chair or Regional Vice Chair, then the Region may elect either a District Manager or Executive Director of a resource conservation districts that ~~are~~ is a member districts to serve as Regional Chair or Regional Vice Chair or both. ~~A Regional Chair who is not a district director may serve on the CARCD board of directors but does not have a vote nor can they serve on the Executive Committee.~~

The term of Regional Chair and Regional Vice Chair shall be 2 two years and they may succeed themselves.

**NOTE TO READER:** There are two alternatives related to whether District Managers / Executive Directors of RCDs should have a seat on the Board of Directors. This provision is applicable here and in the section on Membership of the Board of Directors. Having a seat on the Board of Directors also includes the right to vote as, pursuant of CA Code, all members of the Board of Directors are entitled to vote that cannot be excluded. Each alternative has two options. Option A retains the three District Managers on the Board of Directors and provides that District Managers who are filling the Regional Chair role also are members of the Board of Directors. Option B of the Alternatives eliminates any opportunity for District Managers/Executive Directors to be seated on the Board of Directors. The alternative language is in italics. Any new language (not in the existing Bylaws is underlined. Any language from the existing Bylaws proposed for deletion is in ~~strikeout~~.

**DM Alternative 1A:**

*The Regional Chair shall also serve as a member of the Board of Directors. A*

Regional Chair who is not a District Director may not serve on the Executive Committee.

**DM Alternative 1B:**

A Regional Chair or Vice Chair who is not a District Director may not serve on the CARCD board of directors. However, in the situation, where a District Manager / Executive Director is the Regional Chair, the Regional Vice Chair, if a District Director, may serve as the Region's representative on the Board of Directors.

However, a Regional Chair may not simultaneously serve as President, Vice President, Secretary-Treasurer or Immediate Past President. Upon election of the Regional Chair to such an office, the office of Regional Chair shall become vacant. Any vacancy in the offices of Regional Chair or Regional Vice Chair, including removal from office as provided in the Nonprofit Public Benefit Corporation Law, shall be filled, for the remainder of the unexpired term, by a special election of the member districts of the Region.

The Bay Delta, North Coast, Sacramento Valley, SoCal Inland and Southern California Regions shall hold their elections during even years. The Central Coast, Central Sierra, High Desert, Modoc Plateau and San Joaquin Valley Regions shall hold their elections during odd numbered years.

Each Region's elections shall provide a reasonable opportunity for (1) the making of nominations at the regular Regional meeting at which the election will be held, (2) communicating to the delegates of the Region's Member Districts the nominee's qualifications and the reasons for the nominee's candidacy, and (3) all nominees to solicit votes. In the event of a vacancy in the office of Regional Chair, or when the Regional Chair is unable to act due to absence from the State due to disability, or any other substantial reason, the Regional Vice Chair shall temporarily assume the duties of the Regional Chair until the vacancy is filled or the Regional Chair resumes his or her duties; provided, that the Regional Vice Chair shall serve as a non-voting member of the Board of Directors during such period.

Any vacancy in the office of Regional Chair or Regional Vice Chair occasioned by death, resignation, removal, disqualification, or otherwise shall be filled for the remainder of the term by the Region at a special election, which shall be conducted in the same manner as a regular election of the Region, upon the call of the Chair or Vice Chair remaining in office or upon the call of the Board of Directors.

**Section 2. Duties of Regional Chairs and Vice Chairs** - Each Regional Chair will ensure the scheduling of up to two Regional regular annual meetings, serve as a member of the CARCD Board of Directors, act as the liaison between the Regional RCDs and CARCD Board of Directors, assist the President or committee chairperson with any projects, and act as a liaison to other organizations in order to promote CARCD. Each Vice-Chair will exercise all the functions of the Regional Chair in absence of or disabling of the Regional Chair including voting at the CARCD Board of Directors meeting.

**Section 23.** Meetings – Each Region shall annually have at least one regular meeting. Regional meetings shall be called by the Regional Chair or by the Board of Directors, who shall provide ~~not less than 10 nor more than 90~~ 30 calendar days' notice of the place, date, and time of each Region meeting by electronic mail. In the event that email is not available for each district, first class or certified mail, Priority Mail or other trackable mail service may be used. ~~to each member ;provided, that notice of the annual Region meeting shall be given pursuant to this section not less than 21 days prior to that meeting.~~

One district shall constitute a quorum for the transaction of business at a Regional meeting, and action shall be taken by a majority of the Region members present and voting. However, unless at least one-third of the member districts in the Region are in attendance at a regular Regional meeting, the only matters which may be voted on are those matters the general nature of which was specified in the notice of the meeting. The Regional Chair or, in the absence of the

Regional Chair, the Regional Vice Chair shall preside over Regional meetings. ~~Except as otherwise provided in these Bylaws or the Nonprofit Public Benefit Corporation Law of the State of California, the proceedings shall be conducted in accordance with applicable provisions of Robert's Rules of Order.~~

**Section 34. Mail Voting** – Mail voting by Regions shall be permitted, except with respect to biennial, regular Region elections, in accordance with section 6 or Article ~~IV~~III of these Bylaws.

## ARTICLE V. BOARD OF DIRECTORS

**NOTE TO READER:** There are two alternatives related to whether District Managers should have a seat on the Board of Directors. Having a seat on the Board of Directors also includes the right to vote as, pursuant to CA Code, all members of the Board of Directors are entitled to vote. Alternative 1 addresses the three District Managers/Executive directors who are elected by their peers and, pursuant to the current Bylaws, are members of the Board of Directors. Alternative 2 addresses the situation where a District Manager/Executive Director is serving as the Regional Chair and, pursuant to the current Bylaws they can serve on the Board of Directors but are not entitled to a vote. Each alternative has two options. Option A retains the three District Managers on the Board of Directors and provides that District Managers who are filling the Regional Chair role also are members of the Board of Directors. Option B of the Alternatives eliminates any opportunity for District Managers to be part of the Board of Directors. The alternative language in in italics. Any new language (not in the existing Bylaws is underlined. Any language from the existing Bylaws proposed for deletion is in strikethrough.

**Section 1. Membership** – The Board shall consist of the Regional Chairs from each of the regions, the President, the Vice President, the Secretary-Treasurer, Immediate Past President, **(NOTE: The provision that the immediate past president be a member of the Board of Directors was relocated from the existing Bylaws last paragraph of this section)** NACD Board Member (if this position

is not filled by a Board Member representing another Board position), ~~up to three ex officio members who are not affiliated with any RCD,~~

**DM Alternative 2A:** *and up to three members who are either District Managers or Executive Directors of member resource conservation districts ~~that are member districts.~~*

*The three District Managers or Executive Directors shall be nominated and elected by their peers representing member districts at the annual meeting. The President shall recommend and the Board of Directors shall appoint a nominating committee consisting of District Managers/Executive Directors. The elected District Managers/Executive Directors shall have one representative from the following three regions areas of the state (Northern, Central or Southern).*

**DM Alternative 2B:** *and up to three members who are either District Managers or Executive Directors ~~of resource conservation districts that are member districts.~~*

~~The three ex officio members shall be appointed by the President and approved by the Board of Directors for two-year terms from the time of approval.~~

~~*The three District Managers or Executive Directors shall be nominated and elected by their peers representing member districts at the annual meeting. The President shall recommend and the Board of Directors shall appoint a nominating committee consisting of District Managers/Executive Directors. The elected District Managers/Executive Directors shall have one representative from the following three regions areas of the state (Northern, Central or Southern).*~~

Nothing in these Bylaws precludes an officer or another Board Member from serving as the NACD Board Member; however, if this individual is also the NACD Board Member, this Board Member shall have only one vote. The NACD Board member shall be filled by a District Director in the following priority order: President, Immediate Past President, Vice President. If none of these individuals are willing to be the NACD Board Member,



then the Board shall select by vote other Board member who is a District Director, or by solicitation of a District Director of a member district.

**DM Alternative 1A and 2A continuation:**

*All Directors of the Association shall be District Directors of Member Districts, except the three District Managers/Executive Directors and any District Manager/Executive Director serving as a Regional Chair.*

**DM Alternative 1A and 2B continuation:**

*All Directors of the Association shall be District Directors of Member Districts, except the three District Managers/Executive Directors.*

**DM Alternative 1B and 2A continuation:**

*All Directors of the Association shall be District Directors of Member Districts, except District Managers/Executive Directors who are serving as Regional Chairs.*

**DM Alternative 1B and 2B continuation:**

*All Directors of the Association shall be District Directors of Member Districts.*

Only one individual from any member district may be on the Board of Directors. However, Officers are not subject to this provision. The Immediate Past President shall serve as a board member. (NOTE: The provision cited in the above sentence was relocated to the first paragraph of this section.) ~~The Past President of California Association of District Employees shall serve as ex-officio member of the Board. The President or, in the President's absence, the Vice President or Secretary-Treasurer shall preside at meetings of the Board.~~

**Section 2. Compensation** – The Directors shall serve without compensation, but shall be entitled to reasonable reimbursement for travel and other expenses incurred in connection with their official duties. The Board shall establish procedures for authorization of these expenses, which shall require prior authorization as a condition for reimbursement and copies of receipts. The Board may delegate this function to the President under procedures established by the Board.

**Section 3. Powers and Duties** – The Board of Directors shall have the following powers and duties:

- (a) The Board shall manage the affairs of the Association consistent with the powers and purposes of the Association, the provisions of these Bylaws, and policies established by resolution of the general membership.
- (b) The Board shall define and establish policies and procedures of the Association, which shall not be inconsistent with policies established by resolution of the general membership.
- (c) The Board shall review and approve an annual budget for the Association, fix the rate of compensation of Association Executive Director employees, authorize the payment of necessary expenses of the Association, arrange for an annual audit of the Association's financial affairs by a qualified accountant or accounting firm, and provide each Member District with a copy of an annual report not later than 120 days after the close of each fiscal year of the Association by making it available on the Association's website. The annual report shall contain in appropriate detail (1) the assets and liabilities of the Association as of the end of the fiscal year, (2) the principal changes in assets and liabilities during the fiscal year, (3) the revenue or receipts of the Association corporation, both unrestricted and restricted to particular purposes, for the fiscal year, (4) the expenses or disbursements of the Association, for both general and restricted purposes, during the fiscal year, and (5) any other information required by Section 6321 of the Corporations Code of the State of California.
- (d) The Board shall establish a policy determine ~~matters~~ relating to any all external communications ~~publications~~ of the Association.

- (e) The Board shall provide guidance and assistance to the Regional Chairs in developing and effectuating plans and programs for improving the effectiveness of Districts within the Region.
- (f) The Board may appoint committees of Directors to assist in the conduct of the business of the Association and shall approve the charter of each standing committee. These committees may exercise the authority of the Board as to matters delegated by resolution of the Board. However, no committee of the Board may act as to those matters specified in Section 5 in which the Executive Committee may not act. The Board may appoint one or more Directors as alternate members of any committee of the Board, other than the Executive committee, who may replace any absent member at any meeting of the committee.
- (g) The Board shall ~~keep~~ ensure the Member Districts of the Association ~~kept~~ currently informed of the Association's affairs and activities, and of programs, accomplishments, and problems of the districts. The meeting notices and agendas for the Board and all committee meetings shall be posted in the Association website in advance of meetings. Additionally, the minutes of all meetings of the Board and all committees shall be posted on the Association website.
- (h) The Board may fill any and all vacancies in the office of President, Vice President, ~~or Secretary-Treasurer, or Immediate Past President~~ for the remainder of the unexpired term if such vacancy occurs after June 1 in the year in which elections for the office is to occur. The general membership may, by election, select a successor to fill such a vacancy that occurs prior to the time after which the Board of Directors has authority to fill the vacancy. ~~for which the Board has not appointed the successor.~~
- (i) The Board may delegate the performance of functions and duties to the President

or other appropriate officers or employees of the Association; provided that the activities of the Association shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Nothing in this subsection authorizes the Board to delegate authority to enter contracts on behalf of the Association unless the Board or the Executive Committee has previously approved the substance of the contract (including any financial obligations).

- (j) The Board may establish an advisory council or individuals not associated with any RCD to advise the Board on any matter within the scope of its authority. The Vice President shall be the chair of the council.

**Section 4. Meetings** – The Board shall meet during the annual conference and shall annually hold at least ~~one~~ two additional regular meeting at such times and places as the Board shall determine. The President may call special meetings of the Board and ~~who~~ shall call a special meeting if requested in writing by the Vice President, Secretary-Treasurer, or any two Directors. Additionally, the President shall call a special meeting pursuant to the provisions specified for the Board of Directors to review any action of the Executive Committee. Special meetings shall require at least ~~10~~ five days notice by first-class mail, personal delivery, or electronic means to each Director.

A majority of the Board shall constitute a quorum at all meetings. A majority of the Directors present at a meeting at which there is a quorum shall be required for all actions of the Board, except that approval of a majority of all Directors of the Board shall be required for ~~appointment of committees of the board,~~ actions with respect to self-dealing transactions under Section 5233 of the Corporations Code and approval of contracts with corporations having mutual directors under Section 5234 of the corporations Code. Approval of a majority vote of a quorum of Directors who are not parties to a proceeding for which a corporate agent seeks

indemnification shall be required in order to authorize that indemnification pursuant to Section 5235 of the Corporations Code.

A meeting of the Board at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for that meeting, except where the approval of a greater number of Directors is required by these Bylaws.

Members of the Board may participate in a meeting through use of ~~conference telephone or similar communications equipment~~, any electronic means, so long as all members ~~participating in the meeting can hear one another~~ can actively participate and vote in the meeting.

Directors so participating by ~~telephone or other communications equipment~~ any electronic means shall be deemed to be present at the meeting of the Board and to determine a quorum.

Any action required or permitted, to be taken by the Board of Directors may be taken by electronic means without a meeting if all a majority of members of the Board, individually or collectively, consent in writing, which includes electronic transmission to the taking of that action. In this instance, the members of the Board of Directors shall be given adequate time and notice to submit comments and questions on the proposed action prior to a vote being considered. The written consent or consents shall be filed in the book of minutes of the Board's proceedings.

All provisions of this section respecting notice, meetings, and actions of the Board shall apply analogously to committees of the Board, including the Executive Committee. However, the committee Chair shall be responsible for providing notice, and shall have authority and duties with respect to meetings of the committee analogous to those of the President with respect to meetings of the Board.

The CARCD Executive Director or delegated staff person shall serve as non-voting staff to the Board.

**Section 5. Executive Committee** – There shall be an Executive Committee of the Board consisting of the President, Vice President, Secretary-Treasurer, NACD Board Member, Immediate Past President, and two Regional Chair elected by the Regional Chairs. ~~and the CARCD Executive Director , and t~~The CARCD Executive Director shall serve as non-voting staff to the Executive Committee. ~~Except as herein provided, the Executive Committee shall have the same authority as the Board to act when the Board is not in session.~~ **(NOTE: This prior sentence has been relocated to the first sentence under Ex Com Alternative 1 in this section.)** The Executive Committee shall meet upon the call of the President, who shall serve as Chair of the Executive Committee. Notice of meetings of the Executive Committee shall be provided to members thereof in the same manner as specified in these Bylaws for notice of special meetings of the Board.

Any ~~three~~ four members of the Executive Committee shall constitute a quorum for the conduct of business. All actions of the Executive Committee shall be reported to the full Board within ~~60~~ two business days. The minutes of all meetings of the executive Committee shall be filed in the Board's Book of Minutes.

**NOTE TO READER:** The following two alternatives address the authority of the Executive Committee. The entire alternative language is in italics. New language (not in the existing Bylaws) is underlined while language from the exiting Bylaws being proposed for deletion is in ~~strikeout~~. If wording is neither underlined nor in ~~strikeout~~, it is language from the existing Bylaws.

***Ex Com Alternative 1: Executive Committee authority:***

*Except as herein provided, the Executive Committee shall have the same authority as the Board to act when the Board is not in session. (NOTE: This prior sentence was*

**relocated from the first paragraph of this section.)** In considering whether to take action, the Executive Committee shall consider the potential controversy regarding the action and whether it is time sensitive or whether the decision can wait for the next regularly scheduled meeting or special meeting of the Board of Directors.

~~The Executive Committee shall have no power to; amend or repeal any resolution of the Board which, by its express terms, cannot be amended or repealed by the Executive Committee; Then Executive Committee shall not take action contrary to directives or policies of the Board or the general membership; The Executive Committee shall not authorize expenditures or enter into contracts except pursuant to policies and procedures prescribed by the Board; The Executive Committee shall have no power to fill vacancies on the Board, the Executive Committee, or any other Committee of the Board or to create or appoint members to any committee of the Board; The Executive Committee shall have no power to or approve any self-dealing transaction subject to Section 5233 of the Corporations Code, except as permitted by the Section 5212 of the Corporations Code. The Board may disaffirm any prior action of the Executive Committee, except valid and binding contracts entered into by the Executive Committee (or the President acting at the direction of the Executive Committee) in accordance with the policies and procedures adopted by the Board. Any two members of the Board of Directors may, within 10 days of receiving the minutes of an Executive Committee meeting, call for a special meeting of the Board of Directors. The President shall call a special meeting of the Board of Directors to be held within seven days of the request to consider disaffirming the action of the Executive Committee.~~

**Ex Com Alternative 2: Executive Committee authority:**

The Executive Committee shall have the following powers and duties:

- (a) Personnel. Subject to the budget adopted by the Board of Directors, the Executive Committee shall perform the following personnel actions: (1) recommend

compensation for the Executive Director to the Board of Directors for approval; (2) perform annual reviews of the Executive Director and submit that review to the Board of Directors; (3) review and approve the classification and compensation plan and publicly posted salary schedule for CARCD employees submitted by the Executive Director, which shall be reviewable by the Board of Directors in closed session upon request of the Board of Directors; (4) establish personnel policies for the conduct and behavior of employees, which shall be reviewable by the Board of Directors; and (5) undertake such other personnel actions as may be requested by the Executive Director in support of Executive Director oversight of all other personnel matters, which shall be reviewable by the Board of Directors in closed session upon request of the Board of Directors.

- (b) Delegation. The Executive Committee may act pursuant to any authority specifically delegated to it by the Board of Directors. The delegation shall indicate whether the authority is still subject to the ultimate authority of the Board.
- (c) Authority to Act Between Meetings. The Executive Committee may act for the Board of Directors between Board meetings when calling a special meeting of the Board of Directors is impracticable, provided that no such action of the Executive Committee shall be binding on the Board of Directors until authorized or approved by the Board.
- (d) Reporting. The President, or any person designated by the President, shall report to the Board of Directors, at each regular Board meeting, any action taken by the Executive Committee since the last preceding regular Board meeting. The minutes of Executive Committee meetings, which at that time may still be in draft form, shall be distributed to each member of the Board of Directors at least five days prior to Board meetings.
- (e) Meetings. The Executive Committee shall hold regularly scheduled

meetings as set by the President. Special meetings of the Executive Committee may be called by the President upon notice to the members of that Committee or upon written request of three Executive Committee members. Notice for special Executive Committee meetings shall be provided to the entire Board: (1) upon five days' written notice sent by mail, or (2) upon 48 hours notice with notice provided by electronic means. Any meeting, regular or special, may be held in person or by telephone or electronic transmission and may be attended by any Board member. Meetings of the Executive Committee may be closed to others at the discretion of the President or Committee. Only members of the Executive Committee are allowed to vote on matters at a meeting of the Committee.

- (f) Minutes. The minutes of the Executive Committee meetings shall be kept by the Executive Director at CARCD's principal office. Actions of the Executive Committee shall be available to any member of the Board of Directors upon request to the Executive Director.

## **ARTICLE VI. OFFICERS**

**Section 1. Officers** – The officers of the Association shall be President, Vice President, Secretary-Treasurer, and Immediate Past President. The officers, excepting the Immediate Past President, shall be elected by the General membership during a meeting held at the odd numbered years at the association's annual conference from among nominations submitted as provided in Section 2 of this Article.

If a meeting of the General membership does not occur at the annual conference for any reason, the President shall call a special meeting of the General membership to take place no later than 60 days after the close of the annual conference during which the annual meeting to elect officers that was not held. If a quorum is not present at this

special meeting, the President shall call another special meeting within 30 days of the meeting at which a quorum was not present. In this instance, the Board of Directors shall provide notice to all Member Districts of the decision to proceed by mail ballot and shall provide 40 days from such notice to allow Member Districts to put forth nominations certified by the Secretary of the District as being an action of the District. The ballot containing the names of those nominated by the Nomination Committee and by Member District shall be sent to all Member Districts pursuant to the mail voting provisions of these Bylaws.

An individual can serve no more than two consecutive full terms in a single officer position.

Only ~~d~~District Directors of Member Districts shall be eligible to serve as officers of the Association. The officers of the Association shall serve a term of two years and may succeed themselves. If a meeting of the General Membership does not occur at the annual conference, the officers from the prior two years shall continue to serve until elections are held at a special meeting of the membership or by mail voting. Except as authorized by resolution of the general membership of the officers shall serve without compensation, but shall be entitled to reimbursement for expenses as provided for members of the Board of Directors.

**Section 2. Nominations** – The Board shall, no later than March 31st in the year in which elections of officers is to be held, appoint a Nominating Committee consisting of District Directors who are on the Board of Directors, the size and membership of which, shall be determined by the Board. Any district director of a Member District shall be eligible for membership on the Nomination Committee.

The Nominating Committee shall notify the Member Districts that it is seeking nominees for all officer positions and shall request a candidate statement for each potential nominee. The Nominating Committee may independently solicit nominees. The Nominating Committee shall review the

potential nominees, including any incumbent officers who seek reelection, to determine which potential nominees will be part of its slate of nominees. The Nominating Committee shall nominate one or more potential nominees for each officer position. The Nominating Committee may not nominate a member of the Committee.

~~Each incumbent officer shall notify the Nomination Committee whether that officer intends to seek reelection. In the event the President does not intend to seek reelection, the Vice President shall notify the Nominating Committee whether the Vice President will seek election as President. All officers seeking reelection shall be the nominees of the Nomination Committee, and Vice President shall be the nominee of the Nominating Committee for President if the Vice President seeks election as President and the incumbent President does not seek reelection.~~

The Board shall schedule a meeting of the general membership on one of the first two days of the annual conference for the purpose of nominating officers. The Chair of the Nominating Committee and delegates of member districts shall at that time place names in nomination. Immediately upon completion of nominations, each nominee shall be given an opportunity to address the general membership concerning the nominee's qualifications and the reasons for the nominee's candidacy. Nominations shall occur as specified above during a special meeting of the General membership to elect officers.

Elections for officers shall not be held on the same day as nominations. This provision shall not apply to election of officers at a special meeting of the General membership, whether held in person or by electronic means.

**Section 3. Elections** – Officers shall be elected by majority vote of the member districts present and voting at the annual General membership meeting or a special meeting of the General membership. If no candidate receives a majority vote, the two

candidates with the highest number of votes shall participate in a runoff election.

~~Elections shall use typed or printed ballots upon which the names of all officer nominees appear; except that handwritten ballots, including electronic ballots, may be used for runoff elections. There shall be no write-in candidates.~~

~~One ballot shall be provided to the delegate of each member district and the name of the member district voting shall be written on the ballot. No ballot shall be counted which does not indicate the name of the member district voting.~~

The Board may appoint one or three Inspectors of Election. If Inspectors of Election are not so appointed or fail or refuse to serve, the President may appoint the Inspector or Inspectors of Election at the annual conference. The Inspectors of Election shall determine what member districts are represented at the annual conference meeting or special meeting at which elections of officers is to occur and whether a quorum exists. The Inspectors of Election shall distribute and receive all ballots, shall hear and determine all challenges and questions in any way arising in connection with the right to vote, count and tabulate all votes, and shall do such acts as may be proper to conduct the election with fairness to all members. The winners of the election shall be declared and certified in writing by the Inspectors of Election. If there are three inspectors of Election, the decision, act, or certificate of all. The ballots shall be retained for the length of time specified by the board and may be inspected by any district director of a member district.

**Section 4. President** – The President is the general manager and chief executive officer of the Association. The President shall serve as Chair of the Board of Directors and of the Executive Committee and shall preside at the annual conference and other meetings of the general membership. Within the authority delegated by the Board, the President shall have general supervision of the business affairs of the Association. The President shall execute all contracts, deeds, bonds, and

other instruments in writing authorized by the Board unless the board delegates some or all of the authority to the Association Executive Director.

**Section 5. Vice President** – The Vice President shall exercise all the functions of the President in absence or disability of the President. In the absence of the President, may execute all contracts, deeds, bonds, and other instruments in writing as authorized by the Board. The Vice President shall assume the office of the President upon the vacancy of that office and shall temporarily assume the office of Secretary-Treasurer upon the vacancy of that office until the position is filled while still retaining the office of Vice President.

**Section 6. Secretary-Treasurer** – The Secretary-Treasurer is the chief financial officer of the Association. The Secretary-Treasurer shall provide guidance to, and define procedures for, the staff to ensure the collection of dues and other funds payable or owed to the Association. ~~When authorized by the Board, the Secretary-Treasurer shall execute or endorse, on behalf of the Association, all checks, notes, or other obligations. The Secretary-Treasurer shall ensure the deposit of the funds of the Association in one or more financial institutions. The Secretary-Treasurer shall develop an annual budget for review and approval by the Board. If the Board appoints a Finance Committee to oversee the fiscal affairs of the Association, the Secretary-Treasurer shall serve as Chair of the Finance Committee.~~

~~As directed by the Board, the Secretary-Treasurer shall provide for the development of a financial statement of the Association cash accounts, securities, and other property and shall ensure that there are regularly kept books for this purpose. The books shall reflect an accurate account of all money received and paid, together with all business transactions.~~

The Secretary-Treasurer shall perform such other duties as are incidental to office of the chief financial officer of a nonprofit benefit

corporation under the laws of the State of California.

**Section 7. Immediate Past President** -- The Immediate Past President shall represent the Association on the Board of the National Association of Conservation Districts if the President does not wish to serve in this capacity and shall serve on the CARCD board to assist the elected officers. ~~This position will report on the activities of the NACD to the membership and will assure that this organization policies and resource needed are reflected in the national agenda.~~ **(NOTE: this sentence relocated to Section 8 below)**

**Section 8. NACD Board Member** – The NACD Board Member ~~This position~~ will report on the activities of the NACD to the membership and will assure that this organization's policies and resource needs are reflected in the national agenda. **(NOTE: This sentence relocated from Section 7 above with no changes)**

**Section 89. Bond** – As directed by the Board, the President, Secretary-Treasurer, and the employees of the Association whose duties include the handling of Association funds shall be bonded.

## ARTICLE VIII. COMMITTEES

**Section 1. General** – All actions of any committee of the Association shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and all members shall be appointed by the Board. The following three types of committees may be established by the Board of Directors as provided in Article V, Section 3(f). Except for special committees, these committees may exercise the authority of the Board as to matters delegated by resolution of the Board or as otherwise included in these Bylaws.

**Section 2. Governance Committees** – As permanent committees of the Board, the governance committees serve as the main resource on governance of the Board and Association, support Board effectiveness, and assist the Board in executing their

responsibilities. There shall be the following governance committees:

- a. Executive Committee – whose authority, membership and duties are specified in Article V, Section 5.
- b. Legislative Committee - which is responsible for prioritizing and managing all legislative issues that may affect RCDs and the Association. Members of the committee may include up to 15 members of which at least three (3) shall be district directors and the remaining members may be district directors or district staff. RCD members are not required to be from Member districts. Members serve 3-year terms, with the initial members serving staggered terms as determined by the Board and may be reappointed for consecutive terms. The President shall appoint the committee chair and vice chair of which one of these positions shall be filled with a district director from a Member district. The Association’s legislative consultant should participate in committee meetings as a non-voting member.
- c. Policy Committee - which is responsible for prioritizing and managing all Association internal operational policy issues that may affect RCDs and the Association, including but not limited to reviewing and making recommendations on proposed resolutions or protests at the annual meeting as authorized in Article VIII. Members of the committee may include up to one person from each standing committee, an Association board member, an Executive Committee member, and five (5) at-large members for a total of no more than 14 members. Members serve 3-year terms, with the initial members serving staggered terms as determined by the Board and may be reappointed for consecutive terms. The President shall appoint the committee chair and vice chair, of

which one of these positions shall be filled with a district director from a Member district.

- d. Finance Committee – whose duties are to oversee the fiscal affairs of the Association. The Secretary-Treasurer of the Board of Directors shall serve as committee chair. The committee shall consist of up to five (5) members, including the Secretary-Treasurer, a second Association board member, and any other pertinent individuals deemed appropriate. The Association Executive Director or their delegate shall serve as a non-voting member of the committee. Members serve 3-year terms, with the initial members serving staggered terms as determined by the Board and may be reappointed for consecutive terms.
- e. Nominating/Inspectors of Election Committee – whose duties and membership are specified in Article VI, Sections 2 and 3, respectively. Additionally, the committee is to inform the general membership of any officer vacancies during an election year. Members are district directors currently serving on the Board of Directors, serve a two-year term during an election year and the year following an election year, and may be reappointed for consecutive terms. The President shall appoint the committee chair and vice chair.

**Section 31. Standing Committees –** Standing committees are long-term committees of the Board which may be established that specialize in the consideration of particular subject areas that are in alignment with Division 9 of the Public Resources Code of California and RCD core functions and to make recommendations for consideration by the Board.

~~—There shall be a Nominating Committee, which meets once yearly and whose duties are specified in Article 7, Section 2.~~



There shall be the following three issue based committees for the purposes provided in these Bylaws:

- 1) Forestry
- 2) Land and Soil
- 3) Water

Each standing committee shall be open to participation by all interested parties and board participation is welcomed and encouraged. However, official committee members shall be appointed and, to the extent possible, be comprised of a member from each Region, up to three RCD members-at-large, representatives with technical subject matter expertise and any workable number of government agency partners. RCD members are not required to be from Member Districts.

In addition to a chair, each standing committee shall include a vice chair to provide leadership and support, as well as serve as a replacement to the chair to the committee during period of absence. Both the chair and vice chair shall be from a Member District and appointed by the President.

The President shall appoint the committee chair and vice chair, of which one of these positions shall be filled from a Member district.

The standing committees' purpose and operation shall be documented in a committee charter, which shall be approved and, subsequently, reviewed annually by the President by the Board. The Board shall review each standing committee's charter every other year.

All appointed committee members shall be eligible to serve as voting members of standing committees, unless restrictions placed on a member's participation prohibit their eligibility as voting members.

~~Standing committee members shall be appointed by the President, serve 3 year terms, with the initial members serving staggered terms as determined by the President and may be reappointed for consecutive terms.~~

~~There shall also be a Policy Committee, which is responsible for prioritizing and managing all legislative and CARCD policy issues that may affect RCDs, including but not limited to reviewing and making recommendations on proposed resolutions or protests at the annual meeting. Members of the Policy Committee include one person from each issue committee, a CARCD board member, a CARCD executive committee member, and 5 at-large members, appointed with CARCD board approval for a total of 14 members. The President shall appoint the Policy Committee Chair. CARCD's legislative consultant shall be an ex-officio member of the Policy Committee.~~

~~The President shall submit recommendations to the Board for establishment of other standing committees and defining their functions, which shall include, review of regular resolutions pursuant to Article X of these Bylaws. Only District Directors of Member Districts shall be eligible to serve as voting members of standing committees. The President shall annually appoint the members of standing committees. Each standing committee shall prepare a report reflecting the proceedings of their meetings, and shall report to the delegates at the annual conference and to the Board when requested.~~

Standing committee members shall serve three-year terms, with the initial members serving staggered terms as determined by the Board and may be reappointed for consecutive terms.

Addition or Removal of Standing Committees. As stated in Article V, Section 3(f), the Board has the authority to establish committees to assist in the conduct of the business of the Association. The Board may dissolve a standing committee that it created.

Member districts may propose the establishment or dissolution of standing committees by submitting a written request to the Board. The Board shall consider the proposal and either create the standing committee or submit it as a resolution for

consideration at the next duly called general membership meeting.

**Section 4. Special Committees** – Special committees are established for up to a one-year period to perform a particular study, investigation, or task for the Board or President. Each special committee shall be open to participation by all interested parties and board participation is welcomed and encouraged. However, official committee members shall be appointed by the Board. The President may appoint special committees to make recommendations with respect to specific issues. The special committees shall serve at the discretion of the President or Board and shall report their activities, from time to time to the Board, as directed by the President. All committee members are eligible to vote. A charter is not required for the committee.

Section 5. Meetings and Reports - All committees shall meet as necessary to fulfill their responsibilities. Refer to Article V, Section 4 for notice, meeting, and action requirements of committees. Minutes of each governance and standing committee meeting shall be kept and all committees shall present a report to the Board, as requested, and shall report either verbally or in a written report to the delegates at the annual meeting.

#### **ARTICLE IX. ANNUAL CONFERENCE**

**Section 1. Time and Place**—~~The Association shall conduct an annual conference of the general membership in November of each year, the exact date to be determined by the Board. The Board shall select the sites of the annual conferences at least 2 years in advance in order to ensure adequate facilities.~~

**Section 2. Attendance**—~~The annual conference shall be open to district directors of all member districts, associate members, partners and guests.~~

**Section 3. Program**—~~The program of each annual conference shall be planned to provide for activities as will adequately inform the member districts of the programs~~

~~of the Association, report to the member districts proposed policies and activities for the coming year and provide the member districts with a complete financial report.~~

#### **ARTICLE VIII.X RESOLUTIONS**

**Section 1. Scope of Resolutions** – Any member district, Board of Directors, or governance or standing committee may propose a resolution for adoption by the general membership at the annual conference meeting. Resolutions shall declare policies, and/or call for actions in connection with policies that are within the scope of the purposes and powers of the Association under Division 9 of the Public Resources Code of the State of California the Nonprofit Public Benefit Corporation Law of the State of California, and the Articles of Incorporation and Bylaws of the Association.

**Section 2. Regular Resolutions** – Any member district proposing a regular resolution shall submit it to the Policy Committee on or before September 1. The Policy Committee shall assign the resolution and send copies thereof to the chair and members of the appropriate standing or governance committee, and to each Member District on or before September 15. The chair of the standing committee receiving a proposed resolution shall review the resolution as soon as possible after receipt and may discuss any suggestions for changes in the form or content of the resolution with the President of the Member District that submitted the resolution (or other contact person specified on the submitted resolution). Any changes in the submitted resolution, however, shall be made by amendments adopted at the annual conference meeting.

The Board may adopt procedures under which standing committees or their Chairs will assist Member Districts, upon request, in drafting resolutions.

Any governance or standing committee may propose a resolution within the purview of its duties assigned by the Board by submitting it to the chair of the Policy Committee on or

before September 1. The chair of the Policy Committee shall assign the resolution and send copies thereof to the chair and members of the appropriate standing committee and to each Member District on or before September 15. ~~A resolution proposed by a standing committee shall normally be referred to that committee.~~

Nothing in this section precludes the Policy Committee, in the Chair's sound discretion, from referring a proposed resolution to more than one ~~standing~~ committee.

**Section 3. Committee Review** – A ~~standing~~ committee to which a proposed resolution has been assigned shall review the resolution and shall adopt a recommendation that the resolution be passed, that the resolution be passed with specific amendments approved by the committee, or that the resolution be defeated. The recommendations of a ~~standing~~ committee shall be presented to the general membership at the annual ~~conference~~ meeting by the committee chair. In the event a resolution is considered by more than one ~~standing~~ committee, the chair of each committee shall present their committee's recommendations to the general membership.

**Section 4. Emergency Resolutions** – A member district, the Board of Directors, or standing committee may present a resolution for adoption which is not submitted within the time prescribed by Section 2 of this Article of the Bylaws, if the Executive Committee determines that the resolution is of such urgent importance that the usual time for committee and District review should be waived. Waivers permitting consideration of emergency resolutions shall not be routinely granted, so as to preserve adequate time for consideration by Member Districts and standing committees.

**Section 5. Protests** – Any Member District that believes that a proposed resolution would, if adopted, exceed the scope of the Association's purposes or powers may protest by raising a point of order. ~~If, prior to the general membership's consideration of a resolution at the annual conference, a~~ A Member District must notify ~~notifies~~ the

President at least 10 days prior to the annual meeting that it intends to raise such a point of order on a proposed resolution that was submitted to the Association by September 1. ~~the~~ The notification shall include the rationale for its position. The President shall refer the matter, ~~time permitting,~~ to the Policy Committee for an advisory opinion. After conferring with the Member Districts proposing and protesting the resolution, the chair of the Policy Committee shall notify the President and those districts of the Committee's findings. The Chair of the Policy Committee shall prepare a brief written memorandum summarizing the reasons for the committee's recommendation. The Policy Committee's recommendation shall not be binding on the President or general membership.

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# Marin RCD Staff Report

## August 1-31, 2024

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### *District*

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- **ED Report**
  - Civil Grand Jury report delayed due to financial organizing.
  - Organized/facilitated weekly staff finance meetings.
  - Completed FDIC research.
  - Completed COVID relief funding research.
  - Completed personnel reviews for 8 staff.
  - Reviewed/edited/published newsletter content with Elise's help.
  - Hired HR consultant to complete HR audit.
  - Worked with Elise on transitioning of grants and responsibilities using new software.
  
- **New Grants:** *(See [grant status spreadsheet](#) for a full list of out-standing grants)*
  - **A "Funding Opportunities for Working Lands" spreadsheet:** informs local producers about cost-share and grant programs they can apply to for conservation projects. For most programs on the list, you do not need to have a Carbon Farm Plan to apply or qualify. Spreadsheet will be updated semi-annually. [Find at this link](#) or on the Carbon Farming page at [marinrkd.org](http://marinrkd.org).
  - Green Gulch Farm is applying for a grant to conduct pond work and the RCD is acting as the lead CEQA agency. *Pending*
  - Marin Carbon Project Coordinator funding from Kurland/Marin Community Foundation \$50K *Awarded!*
  
- **District Operations & Financials:** *(FC: David Sherwood, Sally Gale, Terry Sawyer, Marcus Meggett, Nancy Scolari)*
  - The next meeting is scheduled for Tuesday, Aug 20th
  - Health care census' are being completed to get quotes
  - We have made great progress on updating the grant billing process and grant accounting. A new report format will be presented to the finance committee this month to simplify the evaluation of grant billings as well as increase the ability to analyze specific grants and grantors.
  - We have begun the preparation of an indirect cost proposal for an updated "Negotiated Indirect Cost Rate Agreement" (NICRA).

- On-going efforts are being made to clarify personnel policies for staff and reduce the legal exposure of the District.
- **Staff Development**
  - CultureAmp, new personnel evaluation software was initiated by Elise and Nancy.
  - Monday.com, new project management software was initiated by Elise.
  - We are also re-evaluating health insurance options for staff.
  - RCD staff is slowly creating a Marin RCD Staff Operations Manual.
  - A complete list of staff training and take-aways can be [found at this link](#).
- **Diversity Equity, Inclusion and Justice**
  - CARCD is addressing DEI on a state-wide level following some staff conflicts within districts. See [BIPOC letter to CARCD Board here](#), and the [CARCD Board reply letter here](#). CARCD has formed a JEDI Committee, based on a collaboratively developed charter. [Link to draft charter can be found here](#).
  - The Carbon Farming team has hired David Escobar as a JEDI consultant, funded by the SCC grant. David continues to meet with MRCD staff and will soon meet with the JEDI committee to discuss our implementation process.
  - Marin RCD worked with FIGR on 4 design plans for which implementation is complete. The team is planning follow up visits with the Tribe for Fall 2024
  - MRCD Carbon Farm Team and Michelle Katuna developed a scope of work with FIGR that outlines a workflow between the two parties and other partners such as STRAW. The draft was approved at the August 2023 board meeting. The final draft is currently going through the FIGR legal team channels for approval.
  - MRCD JEDI Committee has met twice and will continue to hold meetings regarding various JEDI topics as it relates to the Carbon Farming Program.
  - Nancy and Elise drafted a DEI analysis associated with RCD programs.
  - Maya translated some key Marin RCD website pages into Spanish.
  - Through the North Coast Soil Hub, RCDs are collaborating on Spanish language education and outreach on soil health and climate-friendly ag and creating a regional outreach plan for small and underserved producers.

**See below for Marin RCD Studies, Programs & Project updates:**

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### *Walker Creek Study (Sarah Phillips, PM)*

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- **Lower Walker Creek Estuary Study (100% complete):** Closed on March 31, 2024. This grant from CA Dept of Fish & Wildlife (CDFW) was to study the Walker Creek estuary and evaluate opportunities for fisheries enhancement.
  - We were denied funding from NOAA's Restoration Center on project implementation and are coordinating a meeting with NOAA staff to receive feedback on why we were not funded.

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### *Biomass Project (Chad White, PM)*

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The Marin Biomass Project was developed to explore sustainable uses of biomass feedstocks being generated in Marin County, an urbanized coastal region in California comprising towns and cities, mixed woodland, agricultural lands, and preserved open space. The Project was developed in response to increasing flows of biomass materials generated by wildfire prevention activities and by landfill diversion efforts in the County overseen, respectively, by the Marin Wildfire Prevention Authority (MWPA) and by Zero Waste Marin (ZWM). Materials range from woody biomass generated by woodland thinning and landscape trimmings to source-separated and mixed organic streams generated by the collection of metropolitan wood debris, food scraps, yard materials, and agricultural biomass.

The purpose of the Project is to support nimble and sustainable development of new biomass utilization infrastructure and economic opportunities in Marin County. The goal is to ensure that biomass utilization pathways support wildfire prevention and landfill diversion, while also reducing greenhouse gas (GHG) emissions.

The Project is designed to foster cooperation among stakeholders in biomass utilization, particularly the public authorities who oversee and the private organizations that manage biomass management infrastructure and processes. A forum called the "Marin Biomass Collaborative" was created to support rapid implementation of recommendations developed through the Study.

The Marin Biomass Project is one of five pilot projects selected in 2021 by the Governor's Office of Planning and Research (OPR). It has been awarded \$900,000 in grant funding to

identify solutions that overcome barriers to biomass feedstock utilization. Funding under this grant has been awarded through an RFP to consulting contracts.

**Activity in the last month:**

- **GHG Analysis.** Substantive feedback and requests for revision have been given to our consultants on the greenhouse gas analysis of wildfire prevention and alternative utilization pathways. A revised chapter is forthcoming.
- **Economic Analysis.** Substantive feedback and requests for revision have been given to our consultants on the greenhouse gas analysis of wildfire prevention and alternative utilization pathways. A revised chapter is forthcoming.
- **Findings and Recommendations.** We are now beginning to bring forward findings and recommendations from the work and develop the fifth and final chapter of the Study.

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*Conserving Our Watersheds Program*  
*Gerhard Epke PM*

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- **COW funded by Measure A (100% complete):**
  - 2023- 2024 Measure A Work Plan was submitted to County July 1st, 2023
  - Measure A matching funds have been allocated to two COW CCAF projects
  - \$200k of Measure A funds have been committed to our next COW grant COW MILC to implement MPs on CAFs.
- **COW (UDRS) Phase V funded by 319(h) Water Board (99% complete)**
  - Final Report and invoices submitted to Water Board 1/31/2022 for completed projects. The project is almost done - the various components need to be hooked up, and the contractor that was going to do it is no longer available. Bivalve Dairy is pending inspection - delayed due to drought and pandemic. John Taylor manages sub-grant from AAMP now that the bulk of matching funds have been spent. UCCE staff are assisting John with wrapping up this project.
- **COW (CCAF) Phase VI funded by 319(h) Water Board (90% complete)**
  - MRCD BOD approved 7 projects for: design phase 12/2021; PCP list/CEQA Compliance 6/2022 and 4/2023; construction phase 6/2023.
  - MRCD Board approved the funding of seven TAC-prioritized projects through this program.
  - NRCS EQIP matching funds awarded for 2 projects
  - Management practices implemented at 7 sites: 3 dairies, 3 ranches, one equestrian facility

- Grant objectives and match have been met.
- Staff is working on spending the remaining funds by supplementing previous construction and working on monitoring and project completion reports by Dec 31, 2024
- **COW (MILC) Phase VII funded by 319(h) Water Board (0% complete)**
  - Contract has been finalized and being circulated for execution
  - MRCD's scope of work includes Management Practices in both impaired and unimpaired waterbodies was submitted in 2022 and awarded in 2023. Specifically two MPs are to contribute toward the attainment of the Stemple Creek-Estero de San Antonio Hydrologic Area Sediment & Nutrients TMDL and two MP to enhance the high water quality of Drakes Bay Watershed.

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*Marin Permit Coordination Program  
(Gerhard Epke PM, Elise Suronen assisting)*

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The Marin RCD created an easier and faster way for landowners and ranchers to apply for permits for restoration projects. The Marin Permit Coordination Program (PCP) is designed to help ranchers plan, permit, fund, and implement practices that will minimize impacts to wildlife and water quality. Marin RCD has operated the program for the past 13-years with considerable success; it has incentivized restoration projects throughout west Marin. The program provides streamlined environmental review for 44 conservation practices that meet certain criteria including size limitations. On an annual basis, the RCD submits projects into the program for CEQA review, and then applies and pays for permits to assist landowners wanting to construct conservation projects.

- The term of this ten-year program ends in 2027. Start fundraising plan in mid 2025.
- The 2024 project list was presented at the August board meeting and constitutes hedgerow planting projects for which a categorical exemption has been filed.
- **Salmon Protection and Watershed Network (SPAWN) Sediment Reduction Projects**
  - MRCD was contracted by SPAWN to act as CEQA Lead on 2 projects funded by the water board and managed by SPAWN. Both projects are on federal land managed by the Golden Gate National Recreation Area and involve road decommissioning or repair. All permitting has been conducted by SPAWN and was excluded from the MRCD scope of work.
  - Contract was reviewed and approved by County Counsel and MRCD BOD.
  - Projects designed and approved by PRNS review committee - presented to MRCD BOD



- CEQA completed in 2023
- Construction began last month and is expected to last until mid-October
- **Audubon Canyon Ranch (ACR) CA Vegetation Treatment Program Plan**
  - MRCD was contracted by ACR to act as CEQA Lead on a field management plan funded by the CALFIRE and managed by ACR. MRCD scope of work is limited to CEQA document drafting, review and submission.
  - ACR has started their Project Specific Analysis Draft 1 and are in touch with MRCD staff as they develop a plan for Coastal Commission permits.
  - Contract extended to 12/31/24
- **Green Gulch Streamflow Enhancement Project**
  - MRCD was contracted by Green Gulch to act as CEQA Lead on a streamflow enhancement project funded by the Wildlife Conservation Board and managed by Green Gulch and Prunuske Chatham Inc (PCI). Project involves a Section 1707 Water Rights change, pond installation, pond enhancement and pond decommissioning/restoration. All permitting will be conducted by PCI.
  - MRCD conducted a site visit with FIGR.
  - Designs at 75% - 90% designs, construction cost estimates, and draft specifications - end of February/early March 2024
  - Met with Cutting the Green Tape (2).
  - Suronen, on behalf of MRCD, sent a formal request to consult with FIGR on the project in 08/2023. A CEQA consultation meeting was held with FIGR, PCI and Green Gulch Farms, and FIGR gave their support along with next steps for coordinating with them as PCI moves forward with the permitting of the project.
  - PCI is developing the draft Statutory Exemption for Restoration Projects (SERP) then they will send draft SERP for MRCD and CDFW Cutting the Green Tape staff review, then present SERP Findings to MRCD Board for approval to submit for CDFW concurrence
  - PCI plans attend MRCD Board meeting and provide update, possibly September 2024
  - Hunt for implementation dollars – now and at completion of the 90% designs and cost estimate
  - Designs have changed due to seismic concerns a/o April 2024.

- **MALT Stewardship Assistance Program (SAP):** The MRCD interacts with the SAP program funding in two ways which is through interagency projects or through conflict of interest projects.
  - 3 MALT SAP project has been completed and documented (Little Wing Farm, Moreda Dairy, Blake's Landing)
  - 1 project is in the final stages of NRCS inspection before final funds disbursement (Straus Home Ranch).
  
- **2021 CDFA Healthy Soils Incentive Program (90% complete)**

A Contract with CDFA to provide technical assistance to producers was awarded in 2021/22. CDFA funding round for implementing climate smart agricultural practices. STRAW is written into grants to provide technical assistance for planting-specific practices.

  - Marin RCD/STRAW are coordinating with UCCE, and MALT to provide technical assistance to all awarded producers in County.
  - For information on future rounds, visit [the Program webpage here](#).
  - Marin RCD can provide post-award soil sampling, and implementation assistance to awarded Marin producers.
  - Locally-specific resources, related to Climate Smart Agriculture design and implementation will continue to be compiled [on Marin RCD's Design and Implementation webpage here](#). Soils sampling resources can be found on our [CDFA HSP assistance webpage here](#).
  
- **Restore CA by Zero Footprint (ZFP):** ZFP's Restore CA program will generate funds from restaurants charging diners with a 1% donation to support regenerative agriculture. Local producers can apply for the grant on their own, but must designate a local RCD as their technical assistance provider. Please contact Marin RCD well in advance of the application deadline to discuss our technical assistance budget. Past applications have been ranked by the "total carbon removal per dollar" which is calculated as the requested grant amount divided by the total metric tons of modeled CO<sub>2</sub>e (calculated using COMET Planner). Priority also given to historically underserved applicants. Currently, Marin RCD staff are coordinating with other North Coast RCDs to discuss improvements to grant process with ZFP.
  - Marin RCD provided TA on 1 additional ZFP application

- Marin RCD participated in submitting a CDFA Healthy Soils block grant, alongside 8 additional RCDs, with ZFP serving as the administrative grantee. 4 projects at 2 ranches were submitted and pre-approved, and 2 additional projects are almost ready for submission.
- Zero Foodprint, now also runs a Compost Connector program. [More information can be found here.](#)
- **Marin Carbon Project (ongoing):** The MCP now has a new Strategic Plan and Charter to guide overall coordination of carbon farming activities in the county and beyond.
  - MCP is working on the following topics:
    - Carbon farm plan accessibility
    - Carbon farming practice implementation
    - Monitoring and verification
  - MCP has created a Compost Working Group to ID barriers to composting.
  - Orlena is also working on Climate Financing
- **State Coastal Conservancy – SCC (30% complete):** This grant funds the Carbon Farming (CF) technical support team for the RCD while building county-wide capacity to accelerate adoption of the Marin County CF Program. The RCD and eight partners will expand Marin County’s existing CF Program by: implementing 15-20 shovel-ready CF practices on 6–8 ranches, designing 15–20 more CF practices (planning for future implementation), and writing 6 new CF plans (CFPs) on newly participating farms (planning).
  - Carbon Farm Planning and Design update(s)
    - The team completed baseline forage and soil sampling for current carbon farm plans and is awaiting lab results to interpret with producers.
    - A new round of solicitations will be announced in September for a variety of projects.
  - Tribal collaboration -ongoing meetings paused with Michelle Katuna & Isaiah Thalmayer plus Sarah and Preston to review previous collaborations and devise a strategy for a formal handoff process and workflow with the Tribe. Buffy McQuillen and Matthew Johnson attended October’s board meeting for an open discussion about the collaboration. The team is working on transitioning to a new contact at FIGR while Matthew moves to tribal council. The CF Team met with STRAW and FIGR representatives in late June to discuss upcoming opportunities for collaboration, and as a result site visits to new projects are being scheduled for Fall 2024.
  - Other partners - STRAW contract completed, UCCE contract completed.

- 4 of 6 WCB design recipients were implemented last fall/winter: TrueGrass, Straus, Toluma, Cohen. Planting has begun. Mahrt is not moving forward with implementation due to the current avian flu conditions. Torliatt has chosen not to move forward with implementation in this grant, but rather implemented herself last winter.
- **WCB 2022 (15% complete):** MRCD staff will collaborate with PB STRAW to implement 3-5 hedgerow/windbreak projects (also covers STRAW maintenance), work with Walker Creek Ranch to construct an ADA accessible pollinator and planting garden, and complete 1 Carbon Farm plan.
  - Carbon farm plan in development
  - Hedgerow/windbreak projects selected, initial site visits complete. MRCD Board heard design and plant palette updates in August. STRAW is preparing for implementation this fall.
  - Initial meetings around Walker Creek project, educational resources are underway
    - Sarah met with Patrick and potential designers, developing contracts. WCR did not receive the FARE grant from Marin County so they're regrouping on funding a staff member for the nursery.
    - Educational resources will be developed in coordination with Emilie and regional RCDs (North Coast Soil Hub)
- **USDA Climate Smart Commodities – CSC (15% complete)**
  - Emilie is representing MRCD on the Regional Carbon Finance Working Group. This group is evaluating current Carbon Farming finance mechanisms and producing policy recommendations for improving the efficiency and efficacy of funding streams.
  - Preston and Emilie attended a nationwide MMRV Partnerships for Climate-Smart Commodities network meeting.
  - EW, SS and PD are part of Implementation and MMRV project teams. EW is facilitating cross-team communication. Lee Farese is attending meetings.
  - The Implementation Team has established Technical Advisory Committees for a Marin/Sonoma joint range/dairy TAC and joint Crop/Specialty Crop TAC. Preston attended TAC orientation in June.
  - Sarah is leading the Dairy/Range TAC across 3 RCDs and held the first meeting to review criteria in August.
- **CDFA Conservation Agriculture Planning Grant Program – CAPGP (20% complete)**

- This grant will fund 7 Carbon Farming Plans (CFPs), 7 grazing management plans, and 7 soil health management plans currently underway
- This grant began on 7/1/23 and the MRCD Carbon Farm Team is in the process of writing all conservation plans.
- Marin RCD staff are meeting regularly with North Coast RCD planners to develop templates together and share resources/tools around planning.
- **Notill Drill**
  - The drill is gearing up for another season, with rentals starting this month. We are grateful that it is housed at Mike Moretti's place.
  - In an attempt to get more users, we reduced the cost from \$250/day to \$200/day which will be equivalent to the cost that Gold Ridge RCD charges.
- **Technical Capacity Building and Training**
  - Fiona is participating in the Chico State Center for Regenerative Ag and Resilient Systems Technical Assistance Provider certification program through the end of August 2025.
  - Lee and Sarah attended a regenerative ranching workshop at TomKat Ranch in Pescadero in August.

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*North Coast Soil Hub & Carbon Farming Network (Emilie Winfield)*

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- **National Associated of Conservation Districts (NACD) North Coast Regional Soil Hub (44% complete for 4th year):**

Emilie is continuing to meet regularly with Soil Hub RCDs to identify needs and discuss challenges and opportunities for soil health and carbon farming work. The Soil Hub is revising their current 5-year strategic plan following a strategic planning retreat in February.

Outreach/communications/events:

- Coordinating outreach and education deliverables for the region through WCB Implementation Grant, NRCS Grazing Lands Conservation Initiative grant, UC SAREP CA Farm Demonstration Network grant, and Climate-Smart Commodities.
- Working on education and outreach for the Soil Hub. Currently developing a series of implementation stories for carbon farming practices. The goal is to have a series of stories showcasing regional implementation activities for the purpose of informing other farmers and ranchers and being a source of inspiration and empowerment.

- Working with Hub members to assemble information on soil testing labs, soil sampling protocols, sources of compost and compost spreaders, native plants, equipment, etc. to share on the Hub website.
- Working with Marin, Sonoma, and Gold Ridge RCDs to plan an event with Rancher to Rancher in 2024.
- Partnering with Randi Black and UC Organic Ag Institute to host a soil testing workshop for organic dairy producers in the North Bay on September 12, 2024 in Petaluma.

#### Regional partnerships and working groups:

- Facilitating a North Coast carbon farm planning peer learning group with regional RCDs to build technical capacity for CF planning.
- Facilitating a Soil Health Management Planning committee and a Grazing Management Planning Committee with North Coast RCD planners.
- Serving on Humboldt RCD Carbon Farm and Soil Health Management Plan Technical Advisory Committee
- Participating in statewide ag and climate hubs cohort group with other regional coordinators and CARCD. Attended 1 meeting in August.
- Convened the former North Coast Soil Hub vineyard technical advisory committee to gather input on the development of the regional soil health database project.

#### Technical capacity building and training:

- Attended regenerative ranching workshop at TomKat Ranch in Pescadero in August.
- Hosted a meeting for conservation planners to learn about the Technical Assistance Provider certification program at Chico State Center for Regenerative Ag and Resilient Systems and USDA-NRCS Technical Service Provider certification process.

#### Funding opportunities:

1. The Soil Hub RCDs are exploring a collaborative application to a NRCS Conservation Innovation Grant later this year (funding announcement has not been released yet).
  - a. Emilie is coordinating winegrape grower listening sessions, re-engaging the science advisory panel, and holding planning meetings for North Coast RCDs to develop a regional proposal.

- **Western Sustainable Agriculture Research and Education (WSARE) - Soil Hub (100% complete a/o 6/30/24):** ✓ The grant program was aimed at training agricultural professionals to help them spread knowledge about sustainable agriculture concepts and practices. The project delivered an educational series on 5 topics related to soil health assessment and management. Final invoice and report have been submitted.

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*Urban Streams Program (Sarah Phillips, PM)*

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Due to yet another death in the immediate family, Sarah is working part time until further notice.

- Phillips provided assistance on the following during the month of July:
  - Site visit: met with a landowner in San Geronimo to assess two fallen trees, with Gerhard, then followed up with regulators on steps ahead that allow most of the trees to stay in the creek.
- USC attended STRAW's Watershed Week for the first day, which was open to all, to learn more about beavers.
- Provided assistance to Marin Water District with relocation efforts at their large scale restoration project on mainstem Lagunitas.
- Juvenile salmonid monitoring with Marin Water District has begun and will keep Sarah very busy for the coming six to seven (6-7) weeks.

**SCC LOAP Project (100% complete)**

- Final monitoring took place on May 2nd, all documents have been submitted and approved; the final monitoring report and the Notice of Completion (NOC)/Notice of Termination (NOT) to SF RWQCB. All agencies have accepted the completion and closed out the project, stating its success.

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*Stemple Creek Project (Preston Duncan)*

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**Department of Conservation Riparian Restoration at Lazy R Ranch (90% complete):** Marin RCD, in collaboration with Point Blue Conservation Science's Students and Teachers Restoring a Watershed (STRAW) program, received funding from the Department of Conservation to restore approximately 4,260 linear feet of degraded riparian area along Stemple Creek at the Lazy R Ranch (Righetti). STRAW is a key subcontractor and will be responsible for implementation, plant establishment, and monitoring.

- Implementation phase and the first year of monitoring and maintenance is complete. Second year of monitoring and maintenance is underway. Plants are looking fantastic!
- 4 invoices have been paid.
- Contract Amendment #3 has been approved by DOC, which updated Preston's billing rate and added Fiona to the list of personnel, as she will be handling Project Tracker tasks.
- Contract Amendment #1 with STRAW has also been approved.
- We are now in the maintenance and monitoring phase of this grant, and will be invoicing 1x per year.

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### *Pine Gulch Project (Gerhard Epke)*

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- All ponds are working except for: Pond 1A is leaking at Peter Martinelli's farm and Pond 2 is leaking at New Land Fund.
- Peter Martinelli is working with MALT and Stetson Engineering to come with solutions, and will circle back once they have options.
  - "The bentonite application we did to the pond bottom in 2018 worked well, however once the water goes above that bottom area (about 1-2 ft.) it quickly seeps out." - Peter M.

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### *Monitoring and Project Tracking (Preston Duncan)*

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- **PRNS Monitoring:**
  - Fiona and Preston are beginning the RDM monitoring season with PRNS. This year includes soil monitoring to try to inform a UC Berkeley study to improve Ecological Site Descriptions for this region
- **Project Tracker:**
  - Fiona has been updating Project Tracker entries 🗺️
- **Wildlife Monitoring:**
  - Marin County Breeding Bird Atlas has completed it's monitoring window for this edition 🦉
  - Preston has continued to attend Marin Monarch Working Group meetings when possible
- **GIS:**



- Preston has been updating GIS data across programs (COW, CF, SAP) to reflect what projects and practices are occurring and have occurred on the ground. He hopes to be able to accurately quantify RCD project footprints across programs.
- GIS is being updated to reflect the narrative portions of 3 outstanding Carbon Farm Plans. All maps are being developed and created for these CFPs in order to get them in producers' hands. *On hold*
- As development of CFP updates continues, Preston is developing automated calculations from COMET emission reduction coefficients, in order to increase ease of reporting and writing/updating CFPs into the future.
- CFP team is meeting regularly for GIS Training sessions, with other Staff to join soon. Fiona and Lee have been onboarded
- MRCD now has 2 iPads for data collection with an app called Field Maps, which connects directly back to our GIS remotely. MRCD staff can update spreadsheets, maps, and photos in the field, and all of those data connect back to our Google Drive or ArcGIS Online.
- Preston has been meeting with MALT to identify areas where we can get standardized and consistent data structures to more easily share data across organizations.
- Preston is building out more system updates to increase our efficiencies on the user end
- **CFP Monitoring:**
  - At the time of the board meeting, all 7 CFP sites will have been monitored for soil and forage: forage samples have been acquired, but we are still waiting on soil samples.
- **COW Monitoring:**
  - Preston and Gerhard are closing out COW CCAF monitoring.

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*Staff serving on committees or attending regular meetings*

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Nancy Scolari

- Marin Carbon Project Steering Committee, Implementation Working Group
- Ag Lands Emergency Response Team (Host)
- MRCD Finance Committee
- North Coast RCD Durable Collaboration
- Sonoma-Marin Climate Smart Commodities

Marcus Meggett

- MRCD Finance Committee (Facilitator)

#### Sarah Phillips

- Marin Prescribed Burn Cooperative
- Lagunitas Technical Advisory Committee (Chair)
  - Large Woody Debris Subcommittee
  - Membership Subcommittee (Chair)
  - Aquatic Toxicology Subcommittee
  - Marin Water's TUCP (Temporary Urgency Change Petition) Subcommittee
  - Marin Water Stewardship Plan Subcommittee
  - Prop 68 Lagunitas Watershed Enhancement Study Subcommittee
- Sonoma-Marin Weed Management Area Meetings
- Marin County Permit Coordination Program
- Gallinas Watershed Council (Advisor)
- Technical Advisory Group San Geronimo Commons Restoration (former golf course)
- Tomales Bay Foundation Advisory Committee
- MKAT (Marin Knotweed Action Team)

#### Sarah Skinker

- A-Team
- North Coast Soil Hub
- Marin Carbon Project (MCP) Implementation Working Group
- SMACCC Implementation and TAC Working Groups
- California Farm Demonstration Network

#### Gerhard Epke

- Regional Water Quality Control Board Grazing Waiver Technical Advisory Committee
- Tomales Bay Foundation Advisory Committee
- Petaluma TMDL Technical Advisory Committee
- Sonoma Farm Bureau Animal Resource Committee
- Marin Prescribed Fire Cooperative
- Lagunitas Technical Advisory Committee (Alternate MRCD Rep to SP)
- County Marin Project Coordination Meeting (Backup to SP)
- A-Team

#### Preston Duncan

- A-Team
- Lagunitas Technical Advisory Committee (Alternate MRCD Rep for Sarah P)
- North Coast Soil Hub
- Marin Monarch Working Group
- Marin Prescribed Fire Cooperative

#### Emilie Winfield

- North Coast Soil Hub (Coordinator)
- Soil Hub WSARE Workshop Planning Committee (PI, Coordinator)

- CARCD Ag Technical Assistance Task Force
- CARCD Justice, Equity, Diversity & Inclusion Committee
- Regional Carbon Finance Core Working Group
- Western Cover Crops Council CA State Cover Crops Selection Tool Committee
- California Farm Demonstration Network

Chad White (special consultant)

- Marin Biomass Steering Committee/Collaborative (Project Manager)

Orlena Yee (special consultant)

- Marin Carbon Project (Coordinator)

Elise Suronen

- Regen Score (Stakeholder Board)

Lee Farese

- Sonoma-Marine Weed Management Area Meetings
- A-Team
- North Coast Soil Hub
- Marin Carbon Project (MCP) Implementation Working Group