



Santa Cruz County Resource Conservation District

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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE SANTA CRUZ COUNTY RESOURCE CONSERVATION DISTRICT

The regular Meeting of the Santa Cruz County Resource Conservation District (SCCRCD) Board of Directors was called to order at **6:40PM** on the **14th Day of May 2003**, at the Resource Conservation District Office, 820 Bay Avenue, Suite 107, Capitola, California.

Directors Present: Jim McKenna, President
Howard Liebenberg
Tom Lukens
Mike Manfre
John Ricker

Directors Absent: Steve Butler, Vice President
Roberta Smith

Others Present: Tangi Chapman, Recorder, SCCRCD
Karen Christensen, Executive Director of Programs, SCCRCD
Sharon Corkrean, Executive Director, SCCRCD
Kathryn Tobisch, Associate Director, SCCRCD
Vasiliki Vassil, Associate Director, SCCRCD

WELCOME - INTRODUCTIONS

The meeting opened at **7:10 PM**, as there was then a quorum present.

COMMUNICATIONS FROM THE FLOOR/CALENDAR DATES

Communications from the floor

There were no communications from the floor.

Calendar Dates

For more information, contact the person or office listed in parenthesis.

May 22 SCCRCD Staff Meeting, RCD Office, Capitola, 9:00AM (RCD)

MINUTES

Minutes

John Ricker moved to approve the April 2003 Meeting Minutes. Tom Lukens seconded the motion. All were in favor.

BUDGET & FINANCE

Expenditures

General Expenditures – John Ricker moved to approve the General Expenditures for May 2003. Tom Lukens seconded the motion. All were in favor.

David & Lucile Packard Foundation Expenditures – There were no D&L Packard Foundation Expenditures discussed.

David & Lucile Packard Foundation Supplemental Expenditures – There were no D&L Packard Supplemental Expenditures discussed.

Transfers

General Budget Transfers – There were no General Budget Transfers discussed.

David & Lucile Packard Foundation – There were no D&L Packard Foundation Transfers discussed.

David & Lucile Packard Foundation Supplemental Budget Transfers – There were no D&L Packard Supplemental Budget Transfers discussed.

BUSINESS ITEMS

Program Updates

Annual Work Plan

Sharon requested the signatures of Board Members on the final Annual Work Plan adopted by the Board at the April Board Meeting.

Annual Budget

The Annual Budget will be discussed at the next Board Meeting scheduled for June 11, 2003.

Lease Agreement

The lease for the current SCCRCD office space is up at the end of July 2003. Karen and Sharon have been working with the property management company to find new office space that will work with the expanding RCD staff. They have identified an office in the same building that would meet the needs of both RCD and NRCS and are negotiating a new lease with the property management company. Karen spoke with Carter Christenson about NRCS contributing to the increasing rental costs; however, he indicated that NRCS would be unable to contribute at this time or in the foreseeable future. The Board discussed wanting to support NRCS, but recognized that the RCD does not have sufficient resources to provide more space for additional NRCS staff other than the current two full time positions. Tom Lukens made a motion to authorize Jim McKenna to work with Sharon and Karen in negotiating with the property management company a two-year lease at \$1598.00 per month (for the first year) or a three-year lease at \$1500.00 per month (for the first year). Howard Liebenberg seconded the motion. All were in favor.

Program Reports

Integrated Watershed Restoration Project – Karen discussed the Integrated Watershed Restoration Program (Phase I) grant proposal submitted to the California Coastal Conservancy. This project seeks to acquire funding for the design and permits of previously identified restoration projects in the Lower Pajaro River, Watsonville Sloughs, Aptos Creek, Soquel Creek, Arana Gulch, Scott Creek and San Lorenzo River watersheds. The role of the SCCRCD will be to coordinate agencies involved in implementing the program elements. Tom Lukens was in full support of the grant proposal. Howard cautioned that SCCRCD needs to find an Engineering Company who they feel competent in providing the designs for the projects, so that the designs actually work. The grant also includes in the budget sufficient staff time and resources to cover the program elements laid out in the proposal. Mike Manfre suggested that Sharon and Karen develop a timeline for money that would be flowing through the office given this and other grant funds. Mike worried that finding qualified people with the technical background may be difficult and that SCCRCD will need to manage growth cautiously. Karen informed the Board that they have some qualified people in mind. She also pointed out that though the size of the grant is large, it is spread over the course of three years. Jim McKenna suggested that rules of engagement be in place for all agencies to follow. Karen indicated that several checks and balances have been written into the project. The SCCRCD will be the final signatory on all projects. Karen also indicated that an Advisory Committee would be in place to steer the direction of projects. Mike Manfre suggested that project management software would be helpful in keeping projects organized. It was agreed that a reporting mechanism would be necessary for quantifying the benefits of these projects. This will give leverage to funding the implementation phase (Phase II) of the IWRP.

NRCS

Reports

The NRCS monthly report was distributed for review along with a handout describing the goals of the NRCS (see attached). Karen spoke with Carter Christenson about the need to relieve both Rich and Kelli of some of their San Mateo County duties and EQIP paperwork responsibilities so that they would have time to provide more technical services in Santa Cruz County.

RESOURCE CONSERVATION DISTRICT

Directors Reports

There were no Director's Reports given at this time.

Associate Directors Reports

Vassiliki Vasili attended the Central Coast Resource Conservation & Development Council Meeting this month. She requested direction on the level of involvement the SCCRCD wants to have with CCRC&D. She mentioned that there was a great deal of discussion regarding the RCDs and the MBNMS coordination process. The item will be placed on an RCD agenda for the near future.

Staff Reports

CSUMB Intern – Sharon requested all Board Members check out the SCCRCD website which is temporarily running on <http://stage.sccrcd.org>. Any comments would be appreciated by May 16. Once the website is fully functioning, the address will be www.sccrcd.org.

ADJOURN

Adjournment

Tom Lukens moved to adjourn the Meeting at 9:00PM. Mike Manfre seconded the motion. All were in favor. The next Board Meeting will be at 7:00PM on June 11, 2003, at the Resource Conservation District Office.

James G. McKenna
President, Board of Directors

(TC:JGM)