



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 **7:08PM** on **August 11, 2004**, at the Resource Conservation District Office, 820 Bay Avenue, Suite 128, Capitola, California.

Directors Present:	Steve Butler, Vice President Tom Lukens Jim McKenna, President Roberta Smith
Directors Absent:	Howard Liebenberg Mike Manfre John Ricker
Associate Directors Present:	Ward Hastings Kathryn Tobisch Vasiliki Vassil
RCD Staff Present:	Tangi Chapman, Recorder Karen Christensen, Executive Director of Programs Sharon Corkrean, Executive Director
Others Present:	Tom North, Landowner Lorenzo Rota, Friends of the Harbor

WELCOME - INTRODUCTIONS

The meeting opened at **7:15PM** with three Board Members present; at 7:35 a quorum was present. The Board welcomed to the meeting Lorenzo Rota, Friends of the Harbor, and Tom North, a local property owner.

ORAL COMMUNICATIONS

Mr. North explained to the Board that he and his partner have a horse ranch off of Old San Jose Road. He has developed a composting system to deal with the manure at the facility and would like to get involved in sharing his system with other ranch facilities. He is interested in learning more about the RCD and the programs offered. Mr. Rota of the Friends of the Harbor explained that the group has been learning about the AGWA program, and navigating the funding maze. He reported that Friends of the Harbor will be meeting next week to find out how to form a donor fund at the Community Foundation to help implement sediment reduction projects in the Arana Gulch Watershed. The group has met with the Port District and is awaiting the five-year management plan for the Harbor. Karen explained that the group has helped to rejuvenate interest in the upper watershed and with AGWA. Citizen involvement is crucial in moving forward on the projects outlined in the Watershed Enhancement Plan. In addition to citizen involvement, Karen discussed finding sources for match funding.

MINUTES

Roberta Smith moved to accept the July 14, 2004 minutes. Tom Lukens seconded the motion. All were in favor.

BUDGET & FINANCE

Expenditures

General Expenditures – The General Expenditures for July 2004 were circulated for review. Steve Butler moved to approve the General Expenditures for July 2004. Roberta Smith seconded the motion. All were in favor. The General Expenditures for August 2004 were circulated for review. Jim McKenna asked where Sustainable Conservation is in the Permit Coordination Process. Karen explained that Sustainable Conservation has been working diligently to respond to comments from all agencies. Sharon explained that Lynn Brisson is working on a

contract basis and has helped to set up the new accounting program. She will also help to simplify the books for the auditing process. Tom Lukens moved to approve the General Expenditures for August 2004. Steve Butler seconded the motion. All were in favor.

Transfers

There were no Transfers.

ACTION ITEMS

Program Discussion Items

Fund Balance – Sharon brought up the RCD general fund balance. The Board had expressed an interest in discussing the fund balance and whether or not a policy should be in place to limit the fund balance amount. Sharon explained that she and Karen would like to see the fund balance increase so that they could hire technical help, auditing assistance and/or legal assistance when necessary. After discussion, the Board agreed that a fund balance of 1% to 4% of the Budget was acceptable. Jim McKenna suggested that until the fund balance exceeds 10% of the annual expenses, the Board need not worry about the fund balance; once exceeded, the Board should look at ways of distributing the money back into programs.

Grand Jury Report – Karen explained to the Board that the RCD has 60 days to respond to the Grand Jury report recommendations and findings. The report was distributed to all Board Members for review. Karen highlighted the Grand Jury's recommendations and pointed out three errors in the report pertaining to the mission statement of the RCD, the relationship between the RCD and NRCS, and our non-regulatory functions.

CARCD Dues – Sharon distributed information to the Board regarding increasing the dues to CARCD. Steve Butler outlined that CARCD has in recent years cut its expenses by downsizing its staff. He further explained that though the CARCD is of limited use to us now, there was a time when CARCD was very useful. He suggested that CARCD is in a position to help those RCDs that may need mentoring. Steve suggested that SCCRCD is in a position to increase the dues to CARCD. Sharon recommended that our dues be based on "non-pass through" funds; in our case the County Augmentation funds rather than our entire budget which includes "pass through" grant funds. Tom Lukens made a motion to increase the annual CARCD membership dues by \$200. Steve Butler seconded the motion. All were in favor.

CSDA – Sharon reported that staff is looking into joining the California Special District Association (CSDA) to get Workers Compensation, and increased benefits and general liability insurance. Many other Districts have joined CSDA and have benefited from their services.

REPORTS

Staff Meeting Minutes

The staff meeting minutes for August 2004 were circulated for review. Karen reported a successful meeting and tour for the principle NRCS staff of California. She thanked Steve Butler, Vasiliki Vassil and Kathryn Tobish for attending the event. Karen reported that NRCS provided input to where they need help, including Technical Assistance funds not being utilized. There was a discussion on what could be done to increase non-Farm Bill Technical Assistance. Karen has received several thank-you notes from the Santa Cruz and San Mateo Farm Bureaus, and the Monterey Bay Sanctuary for being invited to the meeting. Vasiliki noted that the NRCS leadership seemed "jazzed" at the social. Kelli Camara did an excellent job presenting to the group. Karen reported that Carey Cooper is working out the details for the fire prevention tools sharing program. A Memorandum of Understanding has been drafted and reviewed by the local fire chiefs; three Hold Harmless Statements are included to cover the liability issues. Karen suggested that they may need legal review for the contract. Karen reported that the County Fire Chiefs are happy about the *Living with Fire* brochure. The brochure is now available on the website and has been distributed to a number of fire chiefs.

Directors/Associate Director Reports

Jim McKenna recently visited Modoc County and noted that they are taking fire prevention seriously due to high fire hazard.

Vasiliki Vassil asked if there is any information that she should bring to the next CCRC&D meeting in September. She also reminded the Board about the small grant they are offering for public outreach. Karen will talk to staff about the funds.

Steve reminded all that we are hosting a CARCD Forest & Fuels Meeting and Tour on August 24 & 25.

Ward Hastings reported that he is looking for information regarding erosion control plans for horse properties. Jim suggested Ward contact Rich Casale for more information.

NRCS Reports

The NRCS activity report for August was circulated for review.

Calendar Dates

August	24, 25	CARCD Forest & Fuels Committee Meeting (SB)
September	16	AGWA Public Meeting (RCD)

ADJOURN

Adjournment

Roberta Smith moved to adjourn the Meeting at 8:50PM. Tom Lukens seconded the motion. All were in favor.
The next **Board Meeting will be at 7:00PM on September 8, 2004**, at the **Resource Conservation District Office, 820 Bay Avenue, Suite 128.**

James G. McKenna
President, Board of Directors

(TC:JGM)