



Resource Conservation District of Santa Cruz County

820 Bay Avenue, Suite 128
Capitola, California 95010

www.rcdsantacruz.org
info@rcdsantacruz.org

Ph: (831) 464-2950
Fx: (831) 475-3215

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

The regular Meeting of the Resource Conservation District of Santa Cruz (RCDSCC) Board of Directors was called to order at **6:40PM July 18, 2007**, at the Resource Conservation District Office, 820 Bay Avenue, Suite 128, Capitola, California.

Directors Present: Sheryl Bailey
Tom Lukens
Mike Manfre, Vice President
Jim McKenna, President
John Ricker
Roberta Smith
Associate Directors Present: Ward Hastings
Kathryn Tobisch
Vasiliki Vassil
Directors Absent: Howard Liebenberg
RCD Staff Present: Zoë Carlson, Program Specialist
Tangi Chapman, Recorder
Karen Christensen, Executive Director
Sharon Corkrean, Director of Finance

WELCOME - INTRODUCTIONS

The meeting opened at 6:40PM with a quorum present. The Board suggested putting written correspondence with RCD Staff Reports and moving Calendar Dates to this location as well.

ORAL COMMUNICATIONS

There were no oral communications.

MINUTES

The Board reviewed the June 13, 2007 meeting minutes. Sheryl noted that Mike Manfre's report under the minutes review should be under Director's Reports. Roberta Smith disagreed, stating that the minutes should reflect the chronological order of the meeting. It was agreed that, in the future, topics should be brought up under the appropriate heading. Sheryl Bailey moved to accept the June 13, 2007 meeting minutes as written. Roberta Smith seconded the motion. All were in favor.

BUDGET & FINANCE

Expenditures

General Expenditures – The General Expenditures for June 2007 were circulated for review. Sheryl Bailey questioned why the District is spending money to support the RCD of San Benito County, and Karen responded that the money was written into grants for training and capacity building of the RCD of San Benito so that it can then run on its own. John Ricker moved to accept the May 2007 General Expenditures. Sheryl Bailey seconded the motion. All were in favor.

2007-2008 Budget Adoption – Sharon circulated the Draft Budget for review and adoption. Sharon explained that the current Budget is greater than the Draft Budget brought before the Board in June as it incorporates all transactions through June 30, 2007 as well as the increase in the Budget for a new employee that was discussed at the previous meeting. Sharon also explained that this Budget assumes that all projected projects will be completed. Karen and Sharon fielded questions from the Board. Sharon explained that there are currently seventeen employees on staff and that the 2006-2007 Budget was \$2.5 million. Karen further explained that much of the current Budget incorporates funds that are being held for other agencies projects. The Board agreed

that is important to know how much of the Budget was for District projects and how much was pass-through. Mike explained that this information would help the Board determine whether the District is currently staffed efficiently to take on the increase in the Budget. He also encouraged Sharon and Karen to use the pass-through money to tell the story of our role in being an intermediary for other projects. The Board cautioned that administering these pass-through funds comes at a cost to the District and the District should thus charge adequately for this service. John asked if we will need to adopt changes to the Budget and it was suggested that the District could adjust and tighten up the Budget with amendments. It was suggested that future agendas could include Budget Adjustments. Karen suggested that amendments to the Budget should wait until October when projects are completed. John Ricker moved to adopt Resolution 2007-04 the 2007-2008 Budget. Tom Lukens seconded the motion. All were in favor.

Transfers

No transfers were discussed.

ACTION ITEMS

Program Discussion Items

Long Range Plan Goals and Discussion – Karen thanked Mike, Sheryl, Roberta and Kathryn for their attendance and input at the Long Range Planning Meeting. Mike reported that the meeting went well and thought that Ray Ledgerwood facilitated the meeting nicely. He explained that at the meeting it became evident that the Board needs to define the direction of the District and how this would look. Karen said that she will circulate the meeting notes to the Board and Staff for them to include their comments. The Plan will then need to be reviewed by the Public; Karen suggested that this could be a topic at the Stewardship Meeting held in the fall. Finally, the document will be circulated more widely. Jim encouraged Staff to incorporate those projects that are not usually funded but that are still important to the mission of the District. Sheryl suggested oversight by Staff will be important to determine the realities of what is truly possible. The Board identified the need for a reporting mechanism on the successes of each program. Karen noted that the Monterey RCD hires an intern in the spring and fall to track the successes of each of their programs. Karen added further that staff is currently working on a database that will track projects in each watershed. It was determined that October would be a realistic time to schedule a follow-up Long Range Plan meeting. The Board encouraged Karen to hire Ray Ledgerwood for the meeting. Karen emphasized that this document is important because the public, partners and funding agencies look at the Long Range Plan to see that potential projects fall within the goals of the District.

REPORTS

Staff Reports

Karen praised Zoe for her excellent work in getting “up to speed” quickly on so many projects. Karen highlighted her knowledge of the NRCS and RCD relationship and her ability to “bridge the gap” between the two agencies. Karen informed the Board that she will advertise the Program Manager 2 position (as recommended by the Directors) in September. The Board encouraged her to advertise the position now and make Arianne the point of contact while she (Karen) is on vacation. Karen and Sharon circulated an updated organization flow chart for the Board to review. The Board made comments on the chart and Karen and Sharon will update it and bring it back for further review. Karen indicated that the County Board of Supervisors has put the RCD name change on their agenda for the August 7 meeting. Karen reported that staff is working hard on the 19 projects slated for implementation this construction season.

Directors/Associate Director Reports

Mike Manfre attended the Santa Cruz County Farm Bureau Dinner and discussed issues of food safety and water quality with other attendees at the event. Karen thanked him for his attendance.

Kathryn Tobisch encouraged those interested in the development of the last large parcel of land on the West Side of Santa Cruz to contact her for more information.

NRCS Reports

The NRCS Activity Report for April through June 2007 was circulated for review.

Calendar Dates

No Calendar Dates were discussed.

NEXT MEETING

Date/ Agenda Items

The next **Board Meeting will be on *Tuesday September 11, 2007 at 5:30PM*** at a location to be determined. Karen requested the Board to review the Insurance Policy for the next meeting. The Board

suggested inviting Lloyd Williams, the Districts legal council, and a representative from the liability insurance carrier to the meeting. Tangi will circulate copies of the policy to the Board as well as look into reserving a meeting space at the Community Foundation. Karen will contact Lloyd Williams.

ADJOURN

Adjournment

At 8:45PM Sheryl Bailey moved to adjourn. Mike Manfre seconded the motion. All were in favor.

Jim McKenna
Director, Board of Directors

(TC:JM)