

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

The regular Meeting of the Resource Conservation District of Santa Cruz (the District) Board of Directors was called to order at **January 16, at 6:35 PM, 2007**, at the Resource Conservation District Office, 820 Bay Avenue, Suite 128, Capitola, California.

Directors Present: Sheryl Bailey
Howard Liebenberg
Tom Lukens
Mike Manfre, Vice President
Jim McKenna, President
John Ricker
Roberta Smith

Associate Directors Present: Ward Hastings
Kathryn Tobisch

RCD Staff Present: Tangi Chapman, Recorder
Karen Christensen, Executive Director
Sharon Corkrean, Director of Finance

WELCOME - INTRODUCTIONS

The meeting opened at 6:35PM with a quorum present.

ORAL COMMUNICATIONS

There were no oral communications.

MINUTES

The Board reviewed the November 14, 2007 meeting minutes. Tom Lukens moved to accept the November 14, 2007 meeting minutes as written. Roberta Smith seconded the motion. All were in favor.

BUDGET & FINANCE

Expenditures

General Expenditures – The General Expenditures for November and December 2007 were circulated for review. Howard Liebenberg suggested changing “Fire Safe” in the grant column to California Fire Safe to eliminate confusion with other programs. John Ricker moved to accept the November and December 2007 General Expenditures with changes as discussed. Mike Manfre seconded the motion. All were in favor.

Transfers

No transfers were discussed.

General

Sharon Corkrean informed the Board that she has met with the auditor and that they will be conducting audits of fiscal years 2005-2006 and 2006-2007. She let the Board know that in addition to the Audit Committee (John Ricker and Jim McKenna) formed after the last audit, it was suggested that a Finance Committee be formed to develop procedures and policy. In the future a representative from the Finance Committee would be present at the audit orientation and should sign a letter of engagement at the beginning and end of the audit. Karen Christensen and Sharon touched upon comments that were made at the initial meeting with the auditor that shed light on areas of policy that need clarifying. It was suggested that a policy committee be formed to address these issues.

ACTION ITEMS

Program Discussion Items

Resolution 2008-01 Qualified Retirement Plan Final Regulations Basic Plan Amendment – Per instructions from RetireRite, the District's 401(k) administrator Tangi Chapman presented Resolution 2008-01 to address final regulations under Section 415 of the Internal Revenue Code. Howard pointed out that the title of the resolution contained the District's former name. The change was made on the document. Tom Lukens moved to accept Resolution 2008-1. Mike Manfre seconded the motion. All were in favor.

Strategic Planning – Karen circulated the Strategic Planning Session notes for review. The Board discussed the document and made a few suggestions for changes, including removing of the "Key Decision Makers" names and inserting their titles instead. The Board discussed how the document will be used. It was also suggested that new Staff and Board members should be required to read the resultant Long Range Plan. Karen commented that the document should serve as a guide-post for doing annual planning and tracking of the quantitative elements of conservation improvements. The Board discussed whether the document should contain measurable outcomes versus actual numbers. It was generally agreed that for the Long Range Plan using measurable goals was appropriate, but not so for the Annual Plan. Karen suggested that after the November Board Tour, the Board meeting would be a great opportunity to schedule a discussion of the annual work plan for the next year. The Board agreed that this would give staff direction for planning projects in the up and coming year. Sheryl Bailey moved to adopt the Strategic Plan Session Notes as a draft form pending editorial review and Board approval of the final document at the February 2008 Board Meeting. Roberta Smith seconded the motion. Jim McKenna invited further discussion. It was suggested that the document be reformatted as a Strategic Plan rather than session notes. Mike suggested that the document define and quantify a goal, or insert language that identifies the goal for the program. Karen suggested having the Program Managers come to the February Board meeting to discuss projects. Following discussion, all were in favor of the motion. Discussion continued regarding defining and quantifying goals for projects. Mike insisted that each completed project should have a mechanism for evaluating against the goal of the program. Over time, he continued, projections could then be made for future strategic planning. Karen interjected that a database to capture quantifiable information regarding projects is currently in the development stage. Mike Manfre then moved to develop staff direction so that each project has a quantifiable, measurable form to evaluate the projects benefits. Sheryl Bailey seconded the motion. All were in favor.

Pay Scale Cost of Living Adjustment – Karen reminded the Board that at the January 2007 Board Meeting it was discussed that the Board would review annually the Cost of Living Adjustment. Karen requested direction from the Board on determining how much and when this adjustment should be made. She pointed out that the Consumer Price Index (CPI) as of October 2007 was at 3.4%. She advised the Board that this number may be used as a benchmark in determining the annual adjustment. For budget planning purposes Sharon and staff have factored in a 2.5% Cost of Living Adjustment. A discussion of the percentage increase followed. The Board expressed interest in reviewing the Cost of Living Adjustment each January Board Meeting with the option to decrease, increase or freeze, depending on the economy. The adjustment would take effect the first pay-period that includes February 1st. John Ricker moved to adopt a Cost of Living Adjustment increase of 3% for 2008 beginning with the pay period ending January 28, 2008. He further moved to use 3% as a guideline for budget planning next year with a review of the Cost of Living Adjustment each January. Roberta Smith seconded the motion. All were in favor.

REPORTS

Staff Reports

Karen shared "before and after" pictures of the Deer Creek ford removal project. She told the Board that staff had visited the project after the early January storm and stated that the new bridge sailed through with flying colors. Karen gave an update regarding the Board's request to include the incorporated cities of Santa Cruz, Watsonville and Scotts Valley into the Districts Sphere of Influence with LAFCO. LAFCO confirmed that the District's sphere already includes the areas of the incorporated cities but that the District would have to annex those cities in order to serve those communities needs. She suggested annexation is costly and will take a long time. Karen reported that newly hired Kelli Camara has been training staff to use the GIS computers. Once again, Karen requested a representative from the Board for the CC RC&D Council meetings. Mike Manfre will check his schedule and reply. Karen said that she will rotate staff into the Board Meetings throughout the year, with the Program Managers coming to the February meeting.

Calendar Dates

February 20	Blue Circle Open House, First Congregational Church, Santa Cruz, 4:00-6:30PM
February 8	Warming up to Water, Climate Change Impacts on Local Water Supplies, Capitola City Hall, 7:00-9:00PM
February 17	Waddell Creek Assoc., Tsunami presentation by Dr. Steven Ward, Rancho Del Oso Nature Center, 2:00PM

Directors/Associate Director Reports

Jim shared a thank you letter he received from Ed Burton regarding the RCD tour and holiday party.

Howard Liebenberg expressed the need for more oversight from the District when collaborating with the County Public Works Department. He used the Kings Creek project as an example. Karen responded by saying that the concerns are legitimate and that the District is working on them.

Ward Hastings inquired if the District could provide services to either UCSC or to Bethany College. Jim pointed out that both properties are outside of the District's Boundaries. He encouraged Ward to check into up and coming District workshops that might be applicable, as well as to check with the Coastal Watershed Council.

NRCS Reports

The NRCS activity report for October – December 2007 was distributed for review. Additionally, Karen pointed out that Rich Casale gave staff a review of NRCS vehicle use restrictions at the last Staff meeting. Staff has been approved to use NRCS vehicles.

NEXT MEETING

Date/ Agenda Items

The next **Board Meeting will be on Wednesday February 13, 2008 6:30pm at the Capitola Office.**

Jim McKenna
Director, Board of Directors

(TC: JM)