

## 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, **6:35PM May 15, 2008**, at the Resource Conservation District Office, 820 Bay Avenue, Suite 128, Capitola, California.

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

Directors Absent: Sheryl Bailey  
Howard Liebenberg

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 April 9, 2008 meeting minutes. Tom Lukens moved to accept the April 9, 2008 meeting minutes.  
Mike Manfre seconded the motion. All were in favor.

### BUDGET & FINANCE

#### Expenditures

General Expenditures – The General Expenditures for April 2008 were circulated for review. John Ricker asked various questions regarding line items in the expenditures. He also pulled a binder to check invoices. Mike noted the large Staples charges and Sharon replied that this was due to supplying the new office. Tom Lukens moved to accept the April 2008 General Expenditures. John Ricker seconded the motion. All were in favor.

#### Transfers

There were no transfers.

### ACTION ITEMS

#### Program Discussion Items

Professional Services Procurement Procedure – Karen read the Professional Services Procurement Procedure policy for the Board's review and approval (see attached). She explained that staff has been working with Theresa Rein, an attorney with Bosso Williams, to develop the policy. The Board then asked questions and made suggestions. Roberta Smith requested including geologic services to the list of professional services in items 1.b. and 1.c.. Karen clarified that the Executive Director would be designated to negotiate contracts while the Board President would be the Board designee and thus sign the contracts. She further explained that the policy allows for flexibility with time constraints. Karen pointed out that there is accountability already written into the document by requiring all interested parties to have a statement of qualifications and billable rates on file and that these will be updated annually. The Board found the policy

to be sensitive to diversity in regards to professional services selection. Roberta Smith moved to accept the Professional Services Procurement Procedure policy as presented. Tom Lukens seconded the motion. All were in favor.

## REPORTS

### Staff Reports

Karen reported that the American Fisheries Society gave the Integrated Watershed Restoration Program (IWRP) the Riparian Challenge Grant/Award for 2008. Bureau of Land Management (BLM) nominated the District and Karen spent the day with Rick Cooper, Field Manager BLM. Mike Manfre encouraged Karen to send a press release to the Sentinel and the Register Pajaronian. It was also suggested that the District bring this and other awards to the attention of the County Board of Supervisors. Karen agreed that this would be a good idea to act upon in the next couple of months.

Karen then informed the Board that there were 40 applications reviewed by the Roads Technical Advisory Committee (TAC). The TAC spent 8-9 hours doing this. Karen told the Board that there is much enthusiasm for this program and that there is much diversity within the applications.

Karen reported that the Ecology Action presentation of the Livestock and Land program has yielded many follow-up calls. She continued telling the Board that the State Water Board has recommended the Livestock and Land program as number one for grant funding. The Pajaro program has been recommended third for funding. Karen reported that this is the last of the Proposition 50 grant funding. She explained that this "pot of money" has allowed the Livestock and Land program to flourish and that there has been much interest from other organizations in duplicating this program.

Angie Stuart collaborated with the Coastal Conservancy and the UCD Center for Land and Water to present a workshop for low-impact development. There were 170 registered, with many new faces and much interest. Present were consultants, policy makers and some contractors. Karen encouraged focusing on getting more contractors involved.

Karen told the Board that Zoe Carlson will be leaving the District September 1 to pursue her Master's degree. The recruitment process is currently underway with 40 applications having been submitted in two weeks. Karen explained that because there were so many qualified applicants, the District requested all applicants to answer a set of questions. The Board asked the salary range for the position and Karen responded that the starting wage is between \$45,000 and \$55,000.

Karen let the Board know that a Human Resources Consultant, Cindy Marshal, has been hired to create a comprehensive policy manual. These policies, she explained, will be brought to the Board as they are ready. The District will also be hiring several interns for the summer. Applications have been received from students at UCSC, CSUMB and Cabrillo. She will then also look into part-time positions from this pool of applicants.

Karen gave updates on the Permit Coordination program, saying that the NRCS has been reevaluating the program and may try to pull out of it. Kelli and Karen have been working closely with NRCS and have told them that it is unacceptable to pull out of the program mid-contract and that this question should wait until it is time to renegotiate the program. The Board offered to help however possible. Karen will keep the Board posted on this issue.

Karen then spoke about efforts by Dianne Feinstein's office to push for fire prevention appropriations. Karen is working to move forward in addressing fire prevention efforts in Santa Cruz and San Mateo counties while the appropriations are being decided. Karen informed the Board that Santa Cruz County is ranked twelfth in terms of fire risks in the state. Karen also has been in contact with Anna Eshoo's office and is hoping to get an audience with her as well.

### Written Communications

Karen circulated the LAFCO Budget for the Fiscal Year beginning July 1, 2008.

### Calendar Dates

May	18	Organic Farming, Mark Lipson, Rancho Del Oso Natural History Center, 2:00PM
May	21	CCRC&D Council Meeting, King City, 1:00-4:00PM
May	25	Music in the Gardens Tour, Santa Cruz Baroque Festival, 1:00-5:00PM

### **Directors/Associate Director Reports**

Kathryn Tobisch circulated a flyer for the Music in the Garden Tour happening May 25.

Roberta Smith reported on the Area meeting she attended in Santa Margarita. The meeting location was beautiful and the meeting focused on cattle ranching and contributions to water quality and the increase in diversity of native grass species due to (minor) grazing. Karen thanked Roberta for attending the meeting.

### **NRCS Reports**

Karen reported that Dan Whitting, the head of the NRCS from Washington DC, came for a day of field trips and was impressed with the quality of projects.

## **PERSONEL**

### **Closed Session**

### **Open Session (Motion)**

John Ricker moved to increase the Director of Finance to Level 2, step 3 and the Executive Director to Level 3 step 1. Tom seconded the motion. All were in favor.

## **NEXT MEETING**

### **Date/ Agenda Items**

The meeting adjourned at 8:29PM. The next **Board Meeting will be on Wednesday June 11, 2008 6:30pm at the Capitola Office, Suite #136 conference room.**

Jim McKenna  
Director, Board of Directors

(TC: JM)