



MINUTES OF THE JULY 23, 2008 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, **6:45PM July 23, 2008**, at the Resource Conservation District Office, 820 Bay Avenue, Suite 128, Capitola, California.

Directors Present:	Sheryl Bailey Howard Liebenberg Mike Manfre, Vice President Jim McKenna, President John Ricker Roberta Smith
Directors Absent:	Tom Lukens
Associate Directors:	Vasiliki Vassil
RCD Staff Present:	Tangi Chapman, Executive Assistant Karen Christensen, Executive Director Zoe Carlson, Program Specialist

WELCOME - INTRODUCTIONS

The meeting opened at 6:45PM with a quorum present.

ORAL COMMUNICATIONS

There were no oral communications. Karen shared written communications from Ed Burton, NRCS State Conservationist, inviting District representatives to attend the next State Technical Advisory Committee meeting on August 4, 10:00AM at the State Office building in Davis. At Karen's request, Jim agreed to attend the meeting. He requested a reminder email be sent to him. Karen also circulated the NACD (National Association of Conservation Districts) Southwest and Pacific Regions Meeting flier; the meeting will be held in Santa Cruz September 14-16. Karen informed the Board that the RCD has been requested to help coordinate project tours for this meeting.

MINUTES

The Board reviewed the June 11, 2008 meeting minutes. Roberta Smith moved to accept the June 11, 2008 meeting minutes. John Ricker seconded the motion. Howard Liebenberg, Mike Manfre, Jim McKenna, John Ricker and Roberta Smith said aye; Sheryl Bailey abstained. The motion carried.

BUDGET & FINANCE

Expenditures

General Expenditures – The General Expenditures for June 2008 were circulated for review. The Board reviewed the expenditures and requested an "s" be added to "camera" to reflect that more than one was purchased. John Ricker moved to accept the June 2008 General Expenditures. Mike Manfre seconded the motion. All were in favor of the motion.

Transfers

There were no transfers.

ACTION ITEMS

Program Discussion Items

Sycamore Creek Designs – Karen reminded the Board that per the Construction Services agreement the Board adopted, any construction project over \$100,000 needs to be reviewed and adopted by the Board. Jim McKenna asked how often the District has contracts over \$100,000 and Karen replied that usually there are two to three per year. Sheryl Bailey suggested that, when these construction projects are brought before the Board for review, there be a paragraph with a project description, who has permitted the project, TAC review, and any other pertinent information regarding the proposed project. Zoe Carlson then circulated project designs and photos for Sycamore Creek. She explained that Sycamore Creek is in Santa Clara County and is a non-fish-bearing tributary of Uvas Creek. Historically, the channel was straightened; though the system has since stabilized, there is a huge bank cut (see photo). The project would include sloping back the banks and stabilizing them, using erosion control methods. Zoe further explained that NRCS is involved in this project as well as NOAA and Fish and Game and that this project is funded through the Pajaro Water Quality Program. It was asked why the RCD of Santa Cruz County is doing a project in Santa Clara County and Karen explained that the Loma Prieta RCD does not have the capacity to execute this project and that the San Benito RCD has been involved in the project and that they provide a good nexus with the NRCS in Hollister. Additionally, the RCD of Santa Cruz wrote the Pajaro grant, and we have an agreement through the grant to work on projects outside our District. Sheryl Bailey suggested having a Memorandum of Understanding between the Loma Prieta RCD and our District. Karen explained that as part of the Pajaro Program grant funding there is an agreement that the District will provide services within other RCD's (Loma Prieta and San Benito) service areas. Zoe reported that this project has been in the development phase for two to three years and that bids are coming in now. The Board then asked several questions regarding the project. Zoe explained that the project will move to construction phase within the next couple of weeks as there is currently no water in the stream. She further explained that Kelli Guerra of the RCD of San Benito will conduct the site monitoring and progress of the project. In addition, Zoe noted that project construction costs are coming down with the slump in the economy. Mike Manfre moved to accept the Sycamore Creek Designs and instructed that for future design approvals a brief description of the project including permit and funding history for the project should be included. Sheryl Bailey seconded the motion. All were in favor of the motion.

Construction Services Procedures – Program Specialist Zoe Carlson also presented the Board with the Construction Services Procedures document. She explained that Theresa Rein of the legal firm Bosso Williams has written the document. The document before the Board has been through several revisions and represents the best compromise for this year. Jim McKenna attended one of the meetings to hammer out the details of the document. The District will review the effectiveness of the document at the end of the year. Arianne Rettinger reported that Theresa Rein would like to research other RCD's procedures further. It was also explained that the prompt payment statute says that contractors should receive payment for completed work every 30 days. Unfortunately, this does not work with grant funded projects where, realistically, contractors will be paid in 60 to 90 days. Karen explained that we have not had a problem with this (except once) since the District has always been "upfront" with contractors that the invoicing process takes 60 to 90 days. Jim McKenna noted that the document is a significant improvement from the previous policy. John Ricker moved to accept the Construction Services Procedures as written. Howard Liebenberg seconded the motion. All were in favor of the motion.

Funding Agreement – Zoe Carlson presented to the Board the Funding Agreement. She explained that this is a strong document and has been through much discussion and review. Zoe explained that since most of our contracts are bid out to contractors, we need to be sure that our needs and obligations are met by contractors to satisfy our grant funder's requirements. This is our opportunity to have clear expectations for funds and is for non-profits and other agencies. Zoe explained that attention was given to make sure that this agreement would fit all funding sources. Roberta Smith moved to accept the Funding Agreement as presented. Howard Liebenberg seconded the motion. All were in favor of the motion. The Board gave kudos to Jen Stern, Arianne Rettinger, and Zoe Carlson for all their detailed work on these policies.

Approval of Additional Work (Blue Trail Gully) – Karen reported that the Blue Trail Gully project that was implemented last fall did not perform as designed and planned. She went on to explain that Balance Hydrologics will oversee the repairs which are estimated at \$80,000- \$100,000. In this agreement, Balance Hydrologics will not be liable for the work that they do on the repair, only the original work. Karen cited that this approval of additional work has been reviewed by attorney Theresa Rein. John Ricker moved approval of additional work for Blue Trail Gully. Mike Manfre seconded the motion. All favored the motion.

REPORTS

Staff Reports

Karen reported that Jen Stern has been working to reinvigorate the Weed Management Area (WMA) for Santa Cruz County. WMAs are local organizations that bring together landowners and land managers to coordinate efforts and knowledge to combat invasive plants. Jen organized a meeting in June, with great response. State Parks, County Public Works, Santa Cruz City Parks, California Native Plant Society, and the City of Capitola all attended. Karen went on to report that the RCD has received a grant from California Department of Food and Agriculture for \$16,000 to work on the WMA. The next meeting for WMA will be held on August 19, 2008, from 3:00-5:00pm at the City of Capitola Community Room. At this meeting the group will work on a strategic plan, identify high priority species, and compile GIS mapping data.

Karen further reported that the District has seen a huge demand for site visits from communities affected by the fires. The District has participated in five community meetings with over 150 people present. She went on to explain that the City of Santa Cruz has requested and donated funds to print copies of the Living with Fire guide. The County of Santa Cruz has the guide on their website. Karen has been working with NRCS and Cathy Lion of the Biotic Resources Group to develop a plant list for homeowners. Karen reported that 10 plastic culverts burned in the Summit Fire. Ezra and Kelli and Nick have visited properties to evaluate emergency fixes. She explained that there is currently no fire money in the budget, but the District has used general funds to work on fire related issues. Mike Manfre suggested that CC RC&D might be a good place to look for fire money. Karen went on to report that Assemblymember John Laird will be holding a meeting regarding the Bonny Doon Ecological Reserve; Jen and Kelli plan to attend this meeting. Karen reported that Rich Casale, Kelli Camara, Nick Lasher and Joe Issel have been called out to visit properties. Karen lamented that state funds for fire currently are not for prevention, but for damage caused by fire.

Karen shared the 2008 Award of Excellence in Riparian Management the District received from the American Fisheries Society. She also updated the Board regarding the Permit Coordination Program.

Written Communications

No written communications were given.

Calendar Dates

August	4	State Technical Advisory Committee meeting, State Office building in Davis, CA
August	19	Weed Management Area meeting, Capitola Community Room, 3:00-5:00PM
September	14-16	NACD Southwest and Pacific Regions Meeting, Santa Cruz

Directors/Associate Director Reports

Roberta Smith reported that her friend Margaret Kinda was very impressed with the RCD and that Margaret has been speaking favorably of the District.

NRCS Reports

No NRCS reports were given.

NEXT MEETING

Date/ Agenda Items

The next **Board Meeting will be on September 17, 2008 6:30pm at the Capitola Office, Suite #136 conference room.**

Jim McKenna
Director, Board of Directors

(TC: JM)