

## MINUTES OF THE MAY 13, 2009 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 **6:40PM, May 13, 2009** at the Resource Conservation District, 820 Bay Avenue, Suite 136, Capitola, CA 95010.

Directors Present: Margaret Kinda  
Howard Liebenberg  
Mike Manfre, Vice President  
Jim McKenna, President  
John Ricker

Directors Absent: Tom Lukens  
Roberta Smith

Associate Directors Present: Kathryn Tobisch  
Vasiliki Vassil

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

Other: Glen Wilcox

### WELCOME - INTRODUCTIONS

The meeting opened at 6:40PM with a quorum present. Jim McKenna chaired the meeting. The Board introduced themselves and welcomed Glen Wilcox to the meeting. Glen is a retired NRCS employee who has returned to work through the NRCS Aces program. He is interested in learning more about the RCD and its functions. The Board thanked him for coming.

### ORAL COMMUNICATIONS

No oral communications were given.

### MINUTES

The Board reviewed the April 22, 2009 regular meeting minutes. Howard Liebenberg moved to accept them. Mike Manfre seconded the motion. All were in favor of the motion.

### BUDGET & FINANCE

General Expenditures – Sharon circulated the General Expenditures for April 2009. The Board noted the significant drop in income to the District. John Ricker moved to accept the April 2009 General Expenditures as presented. Mike Manfre seconded the motion. All were in favor of the motion.

#### Transfers

There were no transfers.

### ACTION ITEMS

#### Program Discussion Items

**Resolution 2009-3 – SRF/ARRA Funding**– Karen presented the Board with Resolution 2009-03, a resolution authorizing the District to enter into a financial agreement with the State Water Resources Control Board (SWRCB). She explained that the federal funds from the American Recovery and Reinvestment Act are being channeled through the SWRCB. This resolution is one of the steps in the process to apply for the funding. Karen said that the money could be used to fund projects that were put on hold due to the state budget freeze; IWRP Phase 2 and the Pajaro Program are among the projects that might

be funded through this mechanism. Contracts that were previously funded through the state prior to the budget freeze that receive this ARRA funding would be void. Karen further explained that this is one of three scenarios she is working on simultaneously to get the District back on track and she feels that this one has the best hope of success. John Ricker moved to adopt Resolution 2009-03 as presented. Mike Manfre seconded the motion. All were in favor of the motion.

**Resolution 2009-04 – State Coastal Conservancy Disbursement**– Karen presented the Board with Resolution 2009-04, a resolution authorizing the Executive Director to negotiate and execute the necessary agreements for the Integrated Watershed Restoration Program Phase 3. This grant from the California State Coastal Conservancy is for \$900,000. John Ricker moved to accept Resolution 2009-04 as presented. Howard Liebenberg seconded the motion. All were in favor of the motion.

**Resolution 2009-05 – EDD Unemployment Insurance Tax Rate Method**– Tangi Chapman presented the Board with Resolution 2009-05, a resolution to authorize the District to use the tax-rated method to pay for Unemployment Insurance. She explained that the District currently uses the reimbursable rate which means that when there is a claim, the District must pay the entire sum all at once. Tangi relayed that Sharon and Karen have wanted to switch to the tax-rated method for the past year but the District was only recently eligible to make the change. The Board asked questions regarding the resolution. Then John Ricker moved to adopt Resolution 2009-05. Howard Liebenberg seconded the motion. All were in favor of the motion.

**Resolution 2009-06 – EDD State Disability Coverage**– Tangi presented the Board with Resolution 2009-06, a resolution authorizing the District to establish a State Disability Insurance Account through the Employment Development Department. Tangi told the Board that District employees currently do not pay into SDI. As an entity of the state, the District is not required to pay into this program. However, this has left staff exposed in the event of a necessary leave of absence without pay when injured or disabled due to illness or pregnancy. Mike Manfre moved to adopt Resolution 2009-06. Howard Liebenberg seconded the motion. All were in favor of the motion.

**Disability Coverage Options**– Tangi explained that in order to protect employees during the gap between now and when SDI would go into effect, the District has explored private disability options. Cindy Marshal, the District’s HR Consultant, put together a proposal outlining the various disability options. The Board reviewed the merits of short-term and long-term disability, life insurance, and long term care insurance. After consideration of the costs and benefits, Mike Manfre moved to approve the employer sponsored short-term disability coverage as presented. John Ricker seconded the motion. All were in favor of the motion.

**Amendments to Employee Leave Policy**– The Authorized Leave policy, including proposed amendments, was circulated for Board review and approval. Tangi explained that the policy has been amended to include SDI and short-term disability benefits, updated Pregnancy Disability Leave and Family and Medical Leave Act, Civil Activities, School Suspensions and Activities and Time Off for Crime Victims. Additions and clarifications were needed to comply with state and federal requirements. John Ricker moved to accept the revised Authorized Leave policy as presented. Margaret Kinda seconded the motion. All were in favor of the motion.

**Part Time Employee Benefit Change- PTO and Holiday Accrual**– Karen circulated the proposed Paid Personal Time Off (PTO) and Paid Holiday policy revisions. After Discussion, the Board suggested changing #6 on the PTO policy to read: A maximum of 240 hours of PTO may be carried over September 1 of each year. In addition, the Board questioned the use of the phrase “committed to” in the Paid Holiday policy and contemplated omitting the phrase. Sharon indicated the importance of calculating paid holidays on a constant agreed upon number of hours rather than a potentially fluctuating actual number of hours worked. The Board agreed to keep “committed to”. However, they directed staff to see if there was a potential loss of benefit in the event staff works more than the agreed upon number of hours during a week with a holiday. Mike Manfre moved to approve the Paid Holiday Policy and the Paid Personal Time Off policy with the above changes. Howard Liebenberg seconded the motion. All were in favor of the motion.

## REPORTS

### Staff Reports

Karen reported that the USDA NRCS is going through some exciting changes in Washington D.C., including the appointment of Homer Wilkes, a career employee of NRCS, as undersecretary for natural resources and the environment. She was excited to report that EQIP funds may be available for staff to implement Farm Bill services. She added that Technical Service Provider (TSP) funds may be available to provide for conservation planning and that three RCD staff will be attending an NRCS technical training in June. Karen then said that the Governor issued an April press release that

indicated state funding would be restored was incorrect and that there is currently no timeline for when funds will become available. Karen continues to seek several potential funding mechanisms, including state and federal sources as well as Private Placement Bonds and "fee for service" programs.

#### **Written Communications**

LAFCO minutes and agendas were circulated.

#### **Calendar Dates**

June 20, 2009 **Greening Stormwater Runoff Around Your Home**, Capitola City Hall, Capitola 9:00AM-12:00PM

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

Mike Manfre reported on the Central Coast RC & D meeting that he attended earlier in the day in King City. He learned that Federal funding for RC&Ds will continue through 2009, but will be cut in 2010. He recommended the Board write letters in support of RC&D's. He also shared information regarding a presentation given about the Co-operative for Applying Technology, Agriculture and Renewable Energy (CATARE). This program, he explained, is focused on local community biomass conversion to renewable energy in Santa Cruz County (see attached).

John Ricker reported that the County of Santa Cruz has recommended not making any changes to the County's contributions to the RCD.

#### **NEXT MEETING**

##### **Date/ Agenda Items**

The next **Board Meeting will be on June 10, 2009 at 6:30PM at the RCD office 820 Bay Avenue, Suite 136, Capitola, CA 95010**. The Board meeting adjourned at 8:40PM.

Jim McKenna  
Director, Board of Directors

(TC: JM)