

MINUTES OF THE APRIL 22, 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 **6:38PM, April 22, 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
Directors Absent:	Tom Lukens John Ricker Roberta Smith
Associate Directors Present:	Kathryn Tobisch
RCD Staff Present:	Tangi Chapman, Executive Assistant Karen Christensen, Executive Director Sharon Corkrean, Director of Finance Joseph Issel, Program Specialist Alicia Moss, Program Specialist Angie Stuart, Program Specialist

WELCOME - INTRODUCTIONS

The meeting opened at 6:38PM with a quorum present. Jim McKenna chaired the meeting. The Board agreed to shift the Professional Services Agreement, the Rural Roads Landowner Template Agreements and a staff update to follow the Budget and Finance items on the agenda so that staff would have the opportunity to leave the meeting if they wished.

ORAL COMMUNICATIONS

No oral communications were given.

MINUTES

The Board reviewed the March 11, 2009 regular meeting minutes. Mike Manfre moved to accept the March 11, 2009 meeting minutes as presented. Howard Liebenberg seconded the motion. All were in favor of the motion.

BUDGET & FINANCE

General Expenditures – Sharon circulated the General Expenditures for March 2009. Sharon explained that money incoming money to the District is from Federal grants, noting that the State is continues to withhold funds. Howard Liebenberg moved to accept the March 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

Rural Roads Landowner Template Agreements– Angie Stuart presented the Board with three templates for the Landowner Agreements. She explained that though these were developed for the Rural Roads program, they actually will be used for other programs as well. Angie then informed the Board that the Landowner Agreements that were adopted previously were not fully adequate for larger construction projects. She has been working closely with Terry Rein of Bosso

Williams to develop agreements for different scenarios. Angie first presented the Board with the **Access and Grant Match Agreement** for projects that the District contracts with the contractor and the landowner provides access and matching funds. She pointed out that this agreement requires the landowner to put money in a bank account to ensure that landowner match funds are available prior to the start of construction. (Kathryn Tobisch entered at 6:55PM.) There was then a question and answer session. The Board expressed concern with the holding of funds in an account and felt that there needed to be more specific language spelling out the details of how and where the money should be held and the process for accountability for both in-kind and cash-match obligations. The Board directed Angie to address their concerns with Terri Rein and bring the agreement back to the Board for approval. Angie then presented the **Reimbursement Agreement** to the Board. She explained that this agreement represents a “tightening up” and repackaging of the current Reimbursement Agreement. In this instance the landowner contracts directly with the contractor and the District reimburses the landowner. Karen pointed out that this is the preferred agreement and will work for 80 to 90% of all landowner agreements. Additionally, the Board reviewed the **Construction Contract between the Landowner and the Contractor**. Howard Liebenberg moved approval of the Reimbursement Agreement and the Construction Contract between the Landowner and the Contractor. Margaret Kinda seconded the motion. All were in favor of the motion.

Professional Services Agreement – Alicia Moss presented the new and improved Professional Services Agreement. Alicia highlighted 15 items that were added to the document, noting that the agreement contains many more exhibits and elaboration as well as budget language. After a short question and answer session, Howard Liebenberg moved to approve the new Professional Services Agreement as presented. Mike Manfre seconded the motion. All were in favor of the motion.

Staff Reports

Karen congratulated Joe Issel for securing a \$167,548 Wildfire Protection grant. Joe informed the Board that the Community Wildfire Protection Plan is a document under the Healthy Forests acts that requires communities to define the wildland-urban interface and present recommendations for fire preparedness. Joe explained that this will be a broad plan that encompasses all of Santa Cruz and San Mateo Counties. He told the Board that in May and June there will be informational meetings regarding the program followed by meetings with agencies to discuss specifics. Joe said that the outreach program will be modeled on a chipper program in Placer County where 1,000 homes participate and process 60,000 pounds of brush into chips. Joe and the Board then identified organizations and agencies that would potentially be interested in the program.

ACTION ITEMS (returned)

Program Discussion Items

City of Capitola North Rispin Property Parcel Checklist– Karen circulated the North Rispin Parcel Covenants and Restrictions check list. She reminded the Board that this is part of our annual agreement with the City of Capitola to ensure that the property is being maintained properly. Margaret Kinda moved to approve the North Rispin Parcel Covenants and Restriction Check List including Attachment (A). Mike Manfre seconded the motion. All were in favor of the motion.

Benefit Renewal Discussion– Tangi Chapman and Sharon Corkrean presented the Board with both the current and the renewal costs for the employee benefits. Tangi pointed out that the medical costs under the current benefit level would be increasing by approximately 25%, with dental coverage increasing by 10%. The Board then reviewed several different options that would still allow the District to cover 100% of both dental and medical benefits to the employee. Howard Liebenberg moved to provide 100% coverage at the CalChoice HMO Value 40 level for medical and to switch the dental provider to Assurant and keep the current level of coverage (\$2,000 maximum). Margaret Kinda seconded the motion. All were in favor of the motion.

LAFCO – Karen circulated a letter for the 2009 Election of Special District Representatives to LAFCO. The Board reviewed the candidates and then Mike Manfre moved to approve Dennis Smith for the LAFCO Board. Margaret Kinda seconded the motion. All were in favor of the motion.

REPORTS

Staff Reports

Karen shared that she had just received word that the frozen grant funds were being defrosted by the State.

Written Communications

None were given.

Calendar Dates

None were given.

Directors/Associate Directors Reports

None were given.

NRCS Reports

The NRCS Activity Summary for the period January through March 2009 was circulated (see attached).

NEXT MEETING

Date/ Agenda Items

The next **Board Meeting will be on May 13, 2009 at 6:30PM at the RCD office 820 Bay Avenue, Suite 136, Capitola, CA 95010.** The Board meeting adjourned at 9:01PM.

Jim McKenna
Director, Board of Directors

(TC: JM)