

**MINUTES OF THE SEPTEMBER 8, 2010 BOARD OF DIRECTORS MEETING OF THE  
 RESOURCE CONSERVATION DISTRICT OF SANTA CRUZ COUNTY**

The Regular Meeting of the Resource Conservation District of Santa Cruz County (the District) Board of Directors was called to order at 6:39PM, September 8, 2010 at the District Office, 820 Bay Avenue, Suite 136, Capitola, CA 95010. The meeting was initially chaired by Mike Manfre until the duty was turned over to Jim McKenna upon arrival at 6:45PM.

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|-----------------------------|---|
| Directors Present           | Howard Liebenberg<br>Mike Manfre, Vice President<br>Jim McKenna, President<br>David Moeller<br>John Ricker<br>Roberta Smith |
| Directors Absent            | Margaret Kinda  |
| Associate Directors Present | Vasiliki Vassil   |
| RCD Staff Present           | Tangi Chapman, Board Secretary<br>Karen Christensen, Executive Director   |

**WELCOME - INTRODUCTIONS**



The meeting opened at 6:39PM with a quorum present. John Ricker made a motion to add the Larkin Valley Gully Repair Project as an emergency action item. Dave Moeller seconded the motion. All were in favor of the motion.

**ORAL COMMUNICATIONS**

No Oral Communications were given.

**MINUTES**

The Board reviewed the July 21, 2010 meeting minutes. Dave Moeller moved to accept the minutes. John Ricker seconded the motion. All were in favor of the motion. The Board then reviewed the minutes from the August 11 special meeting. Howard Liebenberg moved to accept the minutes with the addition of the grant title for the resolution. Mike Manfre seconded the motion. All were in favor of the motion.

**BUDGET & FINANCE**


2009-2010 Expenditures – The July 2010 Expenditures were circulated for approval. The Board questioned what is meant by “to be broken down” in the expenditures. Mike Manfre moved to approve the July 2010 Expenditures but would like an explanation of “to be broken down” upon Sharon’s return from vacation. Howard Liebenberg seconded the motion. John Ricker then asked whether Kelli Camara gets a check for each expenditure or if she gets one lumped check. Karen indicated that she gets one check. The Board also asked when Kelli would become a regular employee to which Karen responded that she is working on the details. All were in favor of the motion. The August 2010 Expenditures were circulated for approval. The Board asked about the Home Ignition Zone Training line item. Brian Frueh explained to the Board that this was for a training he attended regarding defensible space for homes in the wildland/urban interface. John Ricker then moved to accept the August 2010 Expenditures as presented. Dave Moeller seconded the motion. All were in favor of the motion.

**ACTION ITEMS**



**Program Discussion Items**

Larkin Valley Gully Repair Project – Brian Frueh explained to the Board that bids from the two lowest bidders for the Larkin Valley Gully Repair Project were incomplete. Omitted components of the bids included non-collusion and section 4 of the




Disadvantage Business Enterprise guidelines The third lowest bid was submitted by Don Chapin Company and they are ready to move on the project Brian spoke with Terry Rein regarding this problem and she suggested that we change the low bid status and notify bidders of “apparent” low bidders, calling the two lowest bids “non-responsive” Terry has sent letters to the companies that submitted incomplete bids but we have not heard back from them whether or not they will protest the decision The Board asked if the bid documents were clear that incomplete bids would not be considered Brian pointed out that there are two places highlighted in the bid documents that indicate incomplete bids would not be considered Terry suggested that the Board award the contract to the third lowest bid submitted by Don Chapin Company Howard asked how many incomplete bids were submitted and Brian said that 4 of 6 were incomplete The Board suggested that in the future a check list of required documents be included in the bid package to prevent any confusion Dave Moeller then moved to accept the apparent and complete low bid application from Don Chapin Company John Ricker seconded the motion All were in favor of the motion

Karen then suggested that the 600-800 foot Larkin Valley Gully Repair Project would be an excellent site to visit for the November Board tour Karen pointed out to Brian that the Sentinel had an article about the lack of defensible space in areas a year after the fire occurred in Bonny Doon She suggested that this would be a good opportunity for a press release regarding the Chipper Program that he has been working on through the California Fire Safe Council grant

Resolution 2010-07 – The Fiscal Year 2010-2011 Budget was circulated for review John told the Board that he had a conversation with Sharon regarding the Budget and felt confident that the budget reflects accurately the potential budget He further explained that the \$5,225,993 figure given incorporates the maximum projects that could come online and that the budget will likely fall below that number John Ricker then moved to accept the Fiscal Year 2010-2011 Budget as presented and sign Resoluion 2010-07 Mike Manfre seconded the motion All were in favor of the motion

Resolution 2010-08 – Karen explained that this resolution was necessary in order to apply for the Watershed Coordinator grant(s) through the Department of Conservation Mike Manfre moved to accept Resolution 2010-8 as presented John Ricker seconded the motion All were in favor of the motion



Conflict of Interest – Tangi explained that every two years the District is required to review the Conflict of Interest Code policy and make changes as necessary After review of the policy it was determined that no changes were necessary at this time John Ricker moved to maintain the current Conflict of Interest Code policy Dave Moeller seconded the motion All were in favor of the motion

SDRMA Property and Liability Coverage– Tangi explained that the special meeting held the previous week to adopt the new SDRMA Property and Liability Coverage was necessary to avoid a potential lapse in coverage The Board acknowledged their support for the change in brokers

CARCD Annual Conference – Karen requested a Board member attend the CARCD Annual Conference to be held in Ventura November 17-20 Jim McKenna agreed to be the delegate, but encouraged other Board members to come forward if they would like to attend John Ricker said that he might be interested Karen then expressed her desire for CARCD to modernize and update their role in educating the community and the legislature about the needs and benefits of RCDs Karen and the Board then collaborated on a resolution to submit to the CARCD Annual Conference John Ricker moved to accept and submit the resolution to CARCD All were in favor of the motion

## REPORTS

### Staff Reports

Karen reported that, in addition to the Watershed Coordinator Grant, staff is also working on the Proposition 84 Integrated Resource Water Management Planning Grant that is due September 28

### Written Communications

Written communications from the Land Trust of Santa Cruz County and the Soquel Creek Water District were circulated

### Calendar Dates

November 17-20, CARCD 65<sup>th</sup> Annual Conference, Ventura, CA



### Directors/Associate Directors Reports

Vasiliki reported on the CCRC&D meeting she attended via conference call on August 25 At the meeting the group reviewed the area plan for 2011-2015 Vasiliki relayed the District’s need for nutrient management training, chipper

program support and a new Pajaro River map She also told the board that there will be a demonstration workshop in November for the mobile slaughter house

Dave said that he would be attending the Local Working Group meeting to be held September 15 at the UC Cooperative Extension

Roberta shared events she had participated in at Cal Poly Swanton Pacific Ranch She recently attended a symposium on research that has been conducted in the Scotts Creek watershed The goal of the symposium was to highlight this research, especially given the increased interest in the area after the fires

#### NRCS Reports

There were no reports given

#### NEXT MEETING

##### Date/ Agenda Items

The next **Board Meeting will be on October 13, 2010 at 6:30PM at the RCD office 820 Bay Avenue, Suite 136, Capitola, CA 95010** The meeting adjourned at 8:15PM

Jim McKenna  
Director, Board of Directors



(TC JM)