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## MINUTES OF THE JULY 27, 2011 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 Board of Directors was called to order at 6:35PM, July 27, 2011 at the District Office, 820 Bay Avenue, Suite 136, Capitola, CA 95010.

Directors Present:	Howard Liebenberg Mike Manfre, Vice President Jim McKenna, President David Moeller John Ricker
Directors Absent:	Margaret Kinda Roberta Smith
RCD Staff Present:	Tangi Chapman, Recorder Sharon Corkrean, Director of Finance Alicia Moss, Program Specialist
NRCS Staff Present:	Rich Casale, District Conservationist Angie Quintana-Jones, Soil Conservationist

### WELCOME - INTRODUCTIONS

The meeting opened at 6:35PM with a quorum present. Jim McKenna chaired the meeting. Angie Quintana-Jones introduced herself; she is the new Soil Conservationist working with Rich Casale in the NRCS office. The Board welcomed her. The Board agreed to allow Rich Casale and Alicia Moss to present their Agenda Items after approval of the Minutes.

### ORAL COMMUNICATIONS

There were no oral communications.

### MINUTES

The Board reviewed the June 8, 2011 meeting minutes. Dave Moeller moved to accept the June 8, 2011 meeting minutes as presented. John Ricker seconded the motion. All were in favor of the motion.

### REPORTS

#### NRCS Reports

Rich updated the Board on newcomers to the NRCS staff. He has a new Student Career Experience Program student, April Journberg, along with several volunteers. He said that his small office is packed with people.

Angie reported on the federal government's new America's Great Outdoors Initiative roll-out meeting she attended. She said that the region was selected as one of three nationally to pilot the program. The new initiative will bring extra Agriculture Water Enhancement Program funds to the region.

Rich then discussed the NRCS vehicles. He has been trying to replace the Ford Ranger with a more economical passenger vehicle, but has been unable to make a trade. Daniel Mountjoy has agreed to let the District use his Chevy Malibu hybrid sedan on occasion.

Rich will have three new volunteers in the fall. In addition, the RCD and NRCS submitted a proposal to NRCS to request \$85,000 for RCD staff to receive funds to assist with non-farm bill conservation planning. He may get some help with

conservation planning from retired NRCS employees that can work six days per month. NRCS is expecting a ramp-up of requests with a new Agriculture Order that is expected in the coming months. The new order will not be voluntary, and the mandates will likely mean an increase in Requests for Assistance. He anticipates the new Food Safety component of the 2012 Farm Bill will complicate things.

Rich further mentioned that there has been no shortage of field requests and that Angie and April have been handling the workload very well. Rich estimates that he has a backlog of approximately 10 Conservation Plans.

## **ACTION ITEMS**

### **Program Discussion Items**

Request for Assistance and Permission to Access Property Template – Alicia Moss presented the Board with the Request for Assistance Template that Angie has been working on with attorney Theresa Rein of Bosso Williams. Alicia explained that the request allows the District access to the landowners property, meets requirements of grant funders, and explains the partnership between the District and NRCS. She also told the Board that there would be modifications to the template for various projects, but that the overall agreement would be the same. The Board asked questions regarding the confidentiality of this process. Alicia responded that the District makes every effort to keep these types of agreements confidential as well as to be upfront with landowners that if financial assistance is provided funders may require specific information, such as, GPS coordinates. John Ricker questioned why the Integrated Nutrient Management Request for Assistance agreement had Waiver of Liability and Assumption of Risk when the template did not have this section. He suggested adding the Waive of Liability, but removing the second half of the paragraph after the word “Additionally, I hereby release...” Jim McKenna suggested adding a line clarifying the roles of the NRCS and RCD in the section About the NRCS and RCD. He suggested, “the NRCS provides technical assistance in those local Districts where an RCD has been formed. The RCD helps guide the projects through the process.” After discussion, John Ricker moved to approve the Request for Assistance and Permission to Access Property Template with the addition of the relationship between the NRCS and the RCD and the inclusion of the Assumption of Risk as discussed. Howard Liebenberg seconded the motion. All were in favor of the motion.

## **BUDGET & FINANCE**

2010-2011 May Expenditures – Sharon presented the May 2011 Expenditures. The Board questioned specific line items, and then Howard Liebenberg moved to accept the May 2011 Expenditures as presented. Mike Manfre seconded the motion. All were in favor of the motion.

2010-2011 June Expenditures – Sharon presented the June 2011 Expenditures. Mike Manfre asked about the line item “Agri-Culture”, Sharon said that that was for the Ag-luncheon and that she would make a change to the line item name. Dave questioned the difference between the regular pay in June vs. May. Sharon explained the discrepancy was due to there being three pay periods in May vs, the usual two in June. Dave Moeller moved approval of the June 2011 Expenditures. Howard Liebenberg seconded the motion. Howard Liebenberg, Dave Moeller and Mike Manfre were in favor of the motion. John Ricker abstained. The motion carried.

2011-2012 Draft Budget – Sharon circulated the 2011-2012 Draft Budget for discussion and approval. She explained that this budget took a lot of time to put together with so many pieces required from staff. Sharon said that there are a few items, namely IWRP, that will need to be fine-tuned for final approval. She anticipates finalizing this budget in September or October at the latest. Mike Manfre asked if this budget will be typical of past budgets that overestimate anticipated income. Sharon replied that when developing the budget she inputs all anticipated grant funds, though not all grants come on in the timeframe that is anticipated and that some grants may not materialize. She has to take all this into account. Therefore, “yes,” the budget is generally an overestimate and “wobble room” is incorporated. Sharon anticipates that the fiscal year 2011-2012 will be another busy year and she has incorporated two new employees into the budget as well as increases to staff ours where possible. Sharon and John confirmed that they will get together in August to review the numbers and to have the final budget ready for the September 2011 meeting. John Ricker then moved approval of the 2011-2012 Draft Budget. Dave Moeller seconded the motion. All were in favor of the motion.

## **ACTION ITEMS (returned)**

### **Program Discussion Items**

Claims Against the District Policy– Tangi circulated the Claims Against the District Policy for board approval. After discussion, Dave Moeller moved to approve the Claims Against the District Policy as presented and to specify that the

Executive Director could settle claims up to \$1,000 without board approval. John Ricker seconded the motion. All were in favor of the motion.

SDRMA Board Elections Resolution 2011-05– Tangi presented the Board with Roberta Smith’s recommendations for the SDRMA Board Election as directed by the Board at the last meeting. Mike Manfre moved approval of Resolution 2011-05, voting for Sandy Raffelson, Edmund K. Sprague, and Bethzabe Yanez , as per Roberta’s recommendation. Dave Moeller seconded the motion. All were in favor of the motion.

CSDA 2011 Board Elections – The Board reviewed the candidates for the CSDA 2011 Board of Directors. Dave Moeller moved to elect Kathryn Slater-Carter. The motion died for lack of a second. The rest of the Board felt that there was insufficient information to make selection.

Amendment to Proposition 50 Sub-Grantee Agreement – John Ricker told the Board that the Amendment to Proposition 50 Sub-Grantee Agreement with the State Water Resources Control Board needed to be approved by the Board. The amendment will give the District two more years to complete projects for the Watsonville Sloughs IWRP and IWRP Phase 2. John Ricker moved to approve the Amendment to the Proposition 50 Sub-Grantee Agreement with the State Water Resources Control Board. Dave Moeller seconded the motion. All were in favor of the motion.

## REPORTS

### Staff Reports

Sharon reported that Susan Pearce has been hired on as a Program Manager. She is currently working limited hours until her children are back in school. Sharon said that she has been coordinating with Sue, Ari and Kelli to define clearly the roles and responsibilities for each. Arianne will be going on pregnancy leave in August, returning sometime in December. She then went on to confirm that Alicia Moss will be leaving the District September 9, 2011. Alicia has indicated that she will work to wrap-up the projects she has been working on before leaving. She may be available to work on projects remotely until she has found a new job. Michael Johnson has been hired to work on the Integrated Nutrient Management Program and Deborah Nares has returned to work on the Manejo Agricola con Nuevos Amigos (MANA) grant. The Board wanted to “give a shout out” to Sharon for all her hard work during the turbulent past few months.

### Written Communications

Written communications were received from the County of Santa Cruz Office of the Agricultural Commissioner Mosquito and Vector Control regarding a notice of intent to continue to apply aquatic mosquitocides for public health purposes.

### Calendar Dates

August 24, 2011 CCRC&D Council Meeting, King City

### Directors/Associate Directors Reports

Howard Liebenberg reported on a thistle that he has been noticing invading much of the county. He has been watching areas become overwhelmed by the weed and is keeping an eye out for further infestations.

Mike Manfre informed the Board that he will be attending the CCRC&D Council meeting next month. He has a meeting scheduled with Ellen Pirie to discuss the Council and get her input.

John Ricker reported that the AGWA Coordinator position is still up for negotiations though Stephanie Osby is no longer interested. It was suggested that perhaps an existing employee could fill this position. He said that both the Port District and the City of Santa Cruz already have the funds allocated in their budgets for the position.

## NEXT MEETING

### Date/ Agenda Items

The meeting closed at 8:45PM. The next **Board Meeting will be on September 14, 2011 at 6:30PM at the RCD Office in Capitola.** No Board Meeting is scheduled for August.

Jim McKenna  
Director, Board of Directors

