

MINUTES OF THE JULY 9, 2014 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 **6:36 PM, July 9, 2014** at the District Office, 820 Bay Avenue, Suite 136, Capitola, CA 95010.

Directors Present:	Gordon Claassen Howard Liebenberg Mike Manfre, Vice President John Ricker
Directors Absent:	Robert Ketley Jim McKenna, President Roberta Smith
RCD Staff Present:	Kelli Camara, Technical Director Tangi Chapman, Recorder Sharon Corkrean, Director of Finance Chris Coburn, Executive Director
NRCS Staff Present	Rich Casale, District Conservationist Kay Joy Barge, Assistant State Conservationist

WELCOME - INTRODUCTIONS

The meeting opened at 6:36PM with a quorum present. Mike Manfre chaired the meeting; introductions were made.

ORAL COMMUNICATIONS

There were no oral communications.

REPORTS

NRCS Reports

The NRCS activity report was circulated for the Board to review. Rich Casale highlighted several items on the report including a successful irrigation efficiency workshop and tour through the UC-Cooperative Extension, with over 50 people in attendance. In addition, Rich reported that he has scheduled over 20 follow-up visits from the Rural Roads workshop held in June by Angela Gruys of the RCD. He also has four interns working for him and told the Board that the interns were available to help the RCD as well.

Kay Joy Barge told the Board that she was in the area touring several Permit Coordination projects. She has 18 years with the NRCS in California and 30 years total with the Agency.

MINUTES

The Board reviewed the June 11, 2014 meeting minutes. Gordon Claassen moved approval of the June 11, 2014 meeting minutes. John Ricker seconded the motion. All were in favor of the motion. The motion carried.

BUDGET & FINANCE

FY 2013-2014 June Expenditures – The June 2014 expenditures were reviewed by the Board. Sharon informed the Board that the a grant from the USFWS for work done at the Ellicott National Wildlife Refuge had been completed and invoiced. It was noticed that several of the grant's that Kelli Camara billed to needed to be updated so the Board decided to wait until next month to approve the June 2014 expenditures.

FY 2014-2015 Draft Budget – Sharon presented the Board with the FY 2014-2015 Draft Budget. She explained that the total budget of \$3.8 million includes grants that have not yet been contracted, but may potentially come online. Sharon

estimated that 75% to 80% of the budget will likely be expended in the fiscal year. She informed the Board that the County will be giving an additional \$12,000 in augmentation funds. After discussion, John Ricker moved to approve the FY 2014-2015 Draft Budget as presented. Howard Liebenberg seconded the motion. All were in favor of the motion. Sharon said that she will have the final budget ready to present at the next meeting. She does not anticipate any major changes.

ACTION ITEMS

Program Discussion Items

Cost Allocation Plan – Sharon gave background information regarding the Cost Allocation Plan (CAP). She explained that together with Arianne Rettinger she has been working to understand and create a CAP. After much work on the spreadsheets and formulas they feel that it would make more sense to contract the work out to get a CAP done for the District. Arianne has contacted and received three bids from companies that perform this type of work. The proposals so far range between \$3,000 and \$10,000. Sharon explained that she had not had the opportunity to evaluate each of the proposals to see if they will give us a comparable product. She requested the Board to authorize up to \$10,000 to expend towards the CAP and that she and Arianne would do their due diligence in selecting the proposal with the greatest value to the District. After discussion, John Ricker moved approval for the Director of Finance to expend not more than \$10,000 to contract with a company to complete a CAP. Gordon Claassen seconded the motion. All were in favor of the motion. The motion carries.

Resolution 2014-08 – Tangi Chapman presented the Board with Resolution 2014-08. The resolution authorizes the District to accept Proposition 84 funds for the Lower Pajaro Integrated Nutrient Management grant and authorizes the Board President or designee to negotiate, and sign the agreement and subsequent amendments to the agreement. John Ricker moved approval of Resolution 2014-08. Howard Liebenberg seconded the motion. All were in favor of the motion. Mike Manfre then moved to designate John Ricker to sign the agreement. Howard Liebenberg seconded the motion. All were in favor of the motion.

CEQA Filing Procedures – Kelli Camara reported that she needs to further research the CEQA filing procedures and will bring this item back to the Board at a subsequent meeting.

Contract Amendment Procedures – Kelli explained that there are times when the District needs to approve No-Cost-Contract-Extensions. These usually consist of changing the end date of the contract to continue work on a grant. She requested the Board consider allowing the Executive Director to sign for No-Cost-Contract-Extensions unless the contract explicitly does not allow anyone but the original signatory. After consideration, John Ricker moved that the Board amend procedures to allow the Executive Director to sign No-Cost-Contract-Extensions when contracts allow, with the Executive Director consulting the Board if needed. Howard Liebenberg seconded the motion. All were in favor of the motion.

REPORTS

Staff Reports – Chris Coburn reported that his last day at the County of Santa Cruz will be July 25, 2014. Upon return from a preplanned vacation, he said that he will be working at the RCD 32 hours per week. He was happy to report that the Integrated Regional Water Management Plan Grant Application will be completed next week. He explained that the District is not included in this grant for emergency drought funds through the state, but he said it opens the door for future RCD funding. The City of Santa Cruz will be reviewing and adopting the plan at their July 22 City Council meeting; final adoption is expected no later than September 9, 2014. Chris went on to report that the County increased the District's augmentation funds by \$12,000 for the FY 2014-2015. He also mentioned that Fred Keeley has been tasked with investigating the potential for an Open Space Authority for Santa Cruz County. Chris will continue to monitor this and report back to the District. He then reported that Angie Gruys has been working to give water meters to landowners with wells so that they can voluntarily monitor their usage. The meters are being supplied by the Soquel Creek Water District. Chris will be attending a meeting with CAL Fire and the Local Fire Chiefs to help reinvigorate the Fire Program. Additionally, Angie recently held a Rural Roads Workshop with a fire component. Since then, two chipper projects have been completed and several more will be completed by the end of August. Chris also reported on two articles about the RCD and one Op Ed he wrote that recently appeared in the Santa Cruz Sentinel.

Howard Liebenberg reported that the Monterey Bay Unified Air Pollution Control District is considering requiring a burn permit which will cost from \$40 up to \$1,500 for an agriculture burn permit. Howard also suggested reviewing and updating the Associate Director and Director policies. Finally, he reported that the San Lorenzo Valley Water District has begun connecting the emergency water tie-in between the Felton area and Ben Lomond.

Rich Casale reported that Steve Smith will be retiring from NRCS and taking a position as Stewardship Coordinator for CAL Fire.

WRITTEN COMMUNICATIONS

There were no written communications.

NEXT MEETING

Date/ Agenda Items

The meeting was adjourned at 8:35PM. The next meeting will be held August 13, 2014. Agenda items will include review of the Associate and Directors Policies.

Jim McKenna
President, Board of Directors
(TC: JM)

A handwritten signature in blue ink, appearing to read "James McKenna", with a long horizontal flourish extending to the right.