RESOURCE
CONSERVATION DISTRICT
OF SANTA CRUZ COUNTY

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MINUTES OF THE JUNE 17, 2015 BOARD OF DIRECTORS MEETING OF THE RESOURCE CONSERVATION DISTRICT OF SANTA CRUZ COUNTY

The Regular Meeting of the Resource Conservation District (RCD) of Santa Cruz County Board of Directors was called to order at **6:35PM, June 17, 2015** at the District Office, 820 Bay Avenue, Suite 136, Capitola, CA 95010.

Directors Present:	Gordon Claassen
	Robert Ketley
	Howard Liebenberg
	Mike Manfre, Vice President
	John Ricker
	Roberta Smith
Directors Absent:	Jim McKenna, President
RCD Staff Present:	Chris Coburn, Executive Director
	Sharon Corkrean, Director of Finance
	Tangi Chapman, Recorder
Member of the public:	Devii Rao, UC Coop-Extension
	Stuart Davis

WELCOME - INTRODUCTIONS

The meeting opened at 6:35PM. Mike Manfre chaired the meeting. Introductions were made. Stuart Davis shared that he is interested in John Todd's use of "living machines" to filter waste water for reuse. Mr. Davis is interested in using these concepts for the treatment of clothes washing water.

The Board reviewed the agenda and discussed the need to add an emergency item to designate additional signatories for documents given the absence of Jim McKenna. Gordon Claassen moved to add to action items the naming of a designated signatory to sign grant agreement contracts. Robert Ketley seconded the motion. Robert Ketley, Howard Liebenberg, Mike Manfre and John Ricker were all in favor of the motion. The motion carried.

(Gordon Claassen and Roberta Smith entered)

Designated Signatory for Grant Agreements – Tangi Chapman explained that it has been a while since the Board has updated their list of designated signatories for grant agreements. Currently, there is a Coastal Conservancy grant that needs to get signed immediately if the Board moves to authorize the Resolution on the agenda. Jim McKenna, the Board president, is out-of-town and John Ricker who has been authorized to sign for Jim McKenna may have a conflict in signing the agreement. Given that, the Board needs to designate an additional signatory. After Discussion, John Ricker moved to designate the Executive Director to sign the grant agreement with the Coastal Conservancy for IWRP Phase IV. Robert Ketley seconded the motion. All were in favor of the motion. The motion carries. The Board requested reviewing all policies that designate a specific signer, including Bid Procedures and Contracting Procedure policies to determine who can sign contracts and agreements, at a future Board Meeting.

ORAL COMMUNICATIONS

Devii Rao thanked the Board for inviting her to the Pajaro Greenprint meeting in Campbell. She has shared the information she received at the meeting with others who are interested in finding out more. She requested a handout explaining the effort so that she could give it to interested parties. Chris said that there is no such document at this time. However, he said that he would contact her directly to discuss the matter.

REPORT

NRCS Report

The NRCS Activity Summary for May was circulated. Rich gave highlights from the Activity Summary. He and the Board discussed the drought and public perception of water use by agriculture. Rich reported on a focus group held by CARCD that was attended by 10 local growers; the group gave feedback regarding NRCS services. Rich said the event was helpful in identifying strengths and weaknesses; Rich will send Chris and the Board a copy of the report.

MINUTES

The Board reviewed the May 13, 2015 meeting minutes. John Ricker moved approval of the May 13, 2015 meeting minutes as presented. Gordon Claassen seconded the motion. All were in favor of the motion. The motion carried.

BUDGET & FINANCE

FY 2014-2015 Expenditures – The May 2015 expenditures were reviewed by the Board. Howard Liebenberg moved approval of the May 2015 expenditures as presented. Gordon Claassen seconded the motion. The vote was called: John Ricker abstained; Gordon Claassen, Robert Ketley, Mike Manfre and Roberta Smith voted approval of the motion. The motion carried.

Draft FY 2015-2016 Budget – Sharon circulated and reviewed the Draft FY 2015-2016 Budget. Sharon gave highlights of the Budget and reminded the Board that this is a draft and that the Board will consider adopting a final budget at a subsequent meeting. John Ricker will work with Sharon to review the details of the budget prior to bringing it to the full Board. Sharon encouraged anyone interested in the details to contact her directly to review them. John Ricker moved approval of the Draft FY 2015-2016 Budget. Robert Ketley seconded the motion. All were in favor of the motion. The motion carried.

ACTION ITEMS

Sick Leave Policy – Tangi Chapman circulated the proposed *Employee Handbook Policy #112 Sick Leave Policy*. She explained that Governor Jerry Brown signed AB 1522 the Healthy Workplaces, Healthy Families Act of 2014. This legislation requires that all staff regardless of status receive sick leave. Currently, regular employees of the District meet and exceed the requirements of the law through the *EHP #111 Paid Time Off*. However, the law requires that all employees meet the minimum requirement of the law. The District has created *EHP #112 Sick Leave Policy* to address the employees that are excluded from the *EHP #111 PTO Policy*. District Counsel has reviewed and made minor changes to the proposed *EHP* #112 *Sick Leave Policy* and those changes are reflected in the circulated document. After questions were addressed, Roberta Smith moved approval of the *Employee Handbook Policy #112 Sick Leave Policy*. John Ricker seconded the motion. All were in favor of the motion. The motion carried.

Resolution 2015-04 – Chris presented the Resolution 2015-04 for IWRP Phase IV. This agreement is for $1.1 million, to San Mateo, Monterey, and Santa Cruz County RCDs to fund project design, permitting, and coordination services; the grant also includes administrative funds for the District to act as fiscal manager. John Ricker moved approval of Resolution 2015-04. After Discussion, John Ricker moved to amend the original motion to include in the final "Be it further resolved" paragraph

to include "to sign the agreement and any amendments thereto." Robert Ketley seconded the motion. All were in favor of the motion. The motion carried.

Project Approvals – Chris presented the various projects for Board approval.

- Soquel Creek Habitat Enhancement Project – The engineer's estimate for this projects is approximately $400,000, which will be funded primarily by the Wildlife Conservation Board. The project's purpose is to restore geomorphic function in the creek, add structure and habitat, and remove rip-rap. Construction is estimated to take 8 to 11 weeks to complete. After Review, Gordon Claassen moved approval of the Soquel Creek Habitat Enhancement Project. Robert Ketley seconded the motion. All were in favor of the motion. The motion carried.
- Milsap Wetland Restoration Project – The engineer's estimate for this project is approximately $120,000, which will be funded by the Wildlife Conservation Board and California Department of Fish and Wildlife on a 50 acre parcel owned by the US Fish and Wildlife Service where it was determined that a second breeding pond would significantly enhance recovery potential. The ponds seek to restore a breeding pond, that would benefit from adjacent upland habitat for the *Santa Cruz Long Toed Salamander and California Red Legged Frog*. After review, Robert Ketley moved approval of the Milsap Wetland Restoration Project. Gordon Claassen seconded the motion. All were in favor of the motion. The motion carried.
- Lower Scotts Creek Floodplain and Habitat Enhancement Project Phase II – The engineer's estimate for this project is approximately $85,000. The project will increase Large Woody Debris and stream complexity and to provide backwater habitat, and is a second phase of work completed last summer. The project is funded through the California Department of Fish and Wildlife through the Fisheries Restoration Grants Program. After discussion, John Ricker moved approval of the Lower Scotts Creek Floodplain and Habitat Enhancement Project Phase II. Howard Liebenberg seconded the motion. Gordon Claassen abstained; Robert Ketley, Howard Liebenberg, Mike Manfre, Roberta Smith and John Ricker voted approval of the motion. The motion carried.
- Uvas Creek Gravel Augmentation Project and the Uvas Creek Acacia Removal Phase II – The engineer's estimates for each of the projects is approximately $110,000 each. The projects include a gravel augmentation and the second phase of Acacia removal on Uvas Creek. Both projects are funded through grants from the Santa Clara Valley Water District. After discussion, Gordon Claassen moved approval of the Uvas Creek Gravel Augmentation Project and the Uvas Creek Acacia Removal Phase II project. Robert Ketley seconded the motion. All were in favor of the motion. The motion carried.

Staff Reports

Chris Coburn reported on the Stewardship 5.0 process, which is an effort sponsored by the Sempervirens Fund and has been taking place over the past year. In essence, the goal of the process is to create an action network to increase the pace and scale of stewardship and conservation in the Santa Cruz Mountains. Chris has attended several meetings; he shared that he feels it is important for the San Mateo and Santa Cruz RCDs to be present to promote the role that RCDs can play. It was noted that, Janet Webb is the sole private landowner in the process. Through the process, three action groups have been formed including, resources and funding, projects, and outreach and communication of stewardship needs. Sempervirens Fund, Peninsula Open Space Trust, Mid-Peninsula Open Space District, CalFire, Private Landowner, Land Trust of Santa Cruz County, Save the Redwoods, the Amah Mutsun, CalPoly Swanton Pacific Ranch, State Parks, and BLM are all represented in the process. Chris also continues to be involved in discussions regarding the possibility of an open space district in Santa Cruz County, articulating what we need with open space, maintenance and stewardship, rather than acquisition. Chris has had ongoing discussions with local partners.

Chris and John Ricker also had a meeting with Pat McCormick, the Executive Officer of the Santa Cruz LAFCo. LAFCo is currently conducting a service review for the District. As part of that analysis, several alternatives were examined, including no change, annexation of local jurisdictions, or merging adjacent districts. A public review draft is expected shortly, and a public hearing has been tentatively scheduled for August 5th at 9:30AM.

Chris reported that the new Agricultural Program Technical Specialist has been hired; his name is Gerardo Spinelli and he is a PhD candidate at UC Davis. Gerardo will provide in-house technical assistance to the agricultural community, assisting with irrigation and nutrient management and conservation planning. Funding for this position has been secured for the next two years. The District received 20 applicants; six were interviewed; three were selected for second interview. Gerardo's expected start date is July 20, 2015.

Chris suggested to the Board that unless absolutely necessary there will be no meeting in August. Chris also mentioned that he has been participating in a partnership effort with The Nature Conservancy and the Santa Clara Open Space Authority to coordinate conservation activities in the upper Pajaro Watershed. The group held a meeting on June 12th in Campbell, which was attended by a number of local, state, and federal partners as well as local stakeholders. Similar to the Sempervirens 5.0 process, this is an opportunity to establish roles for RCDs.

Director Reports

Mike Manfre reported on the Performance-based Incentives workshop he attended at which Sacha Lozano presented the metrics for calculating the costs of water supply and nutrient leaching with regards to agriculture in the Pajaro Valley. Mike found the workshop very interesting. "Nice job Sacha." Mike asked Chris about the CDFA's State Water Efficiency and Enhancement Program and the function of RCDs in that effort. Chris explained that CARCD requested the RCDs be involved in the program to verify that landowners that receive the funds to actually implement the projects they received funding for through SWEEP. He informed the Board that the District has been working with four growers to verify their projects; there are two growers in Santa Cruz, one in Monterey (Pajaro Valley) and one in Santa Clara County. This program finishes at the end of June.

CALENDAR DATES

- TBD Blue Circle Meeting
- TBD RCD 75th Anniversary Celebration in 2016

WRITTEN COMMUNICATIONS

There were no written communications.

NEXT MEETING

Date/ Agenda Items

The next meeting will be on July 8, 2015; there will be no August Board Meeting. Gordon Claassen moved to adjourn the meeting at 8:45PM. Robert Ketley seconded the motion. All were in favor of the motion. The motion carried.

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