



**MINUTES OF THE JUNE 14, 2017 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 14, 2017** at the District Office, 820 Bay Avenue, Suite 136, Capitola, CA 95010.

Directors Present: Gordon Claassen  
Robert Ketley  
Mike Manfre, Vice President  
Jim McKenna, President  
Roberta Smith

Directors Absent: Howard Liebenberg  
John Ricker

RCD Staff Present: Chris Coburn, Executive Director  
Sharon Corkrean, Director of Finance  
Tangi Chapman, Recorder

**1. CALL TO ORDER**

The meeting was called to order at 6:35PM. Jim McKenna chaired the meeting. There was a quorum present.

**2. INTRODUCTIONS AND WELCOME**

There were no introductions made.

**3. PUBLIC COMMENT**

There were no public comments.

**4. APPROVAL OF AGENDA**

The Board made no changes to the Agenda.

**5. CONSENT AGENDA**

Gordon Claassen moved approval of the Consent Agenda items. Mike Manfre seconded the motion. All were in favor of the motion. The motion carried.

**6. ACTION ITEMS**

**6.1. Consider approval of Fiscal Year 2017-2018 Budget**

Sharon Corkrean presented the Board with the draft Fiscal Year 2017-2018 budget. Sharon provided the Board with an overview of the budget, including how it compares to prior years. Sharon reminded the Board that the budget is a draft and will likely be modified before the Board considers final adoption later this year. Such modifications could occur as a result of new grant awards, projects or other pending decisions. Robert Ketley moved adoption of the Draft Fiscal Year 2017-2018 Budget as proposed. Gordon Claassen seconded the motion. All were in favor of the motion.

**6.2. Consider adoption of the revised Procurement Policy**

Chris Coburn circulated the revised Procurement Policy. This policy consolidates three existing RCD policies and seeks to provide a clear process for RCD staff to carry out the procurement of public works, professional services and materials. Chris contrasted RCDs, who are organized under Division 9 of the Public

Resources Code, with cities and counties, which are organized under General Law. This difference is important as it imparts a degree of flexibility to RCDs with respect to competitive bidding. The policy seeks to balance this flexibility with the need to ensure proper use of public funds. The policy describes a new process through which staff must follow to award various types of contracts, as well as when exceptions apply to those processes. Robert Ketley moved approval of the revised Procurement Policy. Mike Manfre seconded the motion. All were in favor of the motion. The motion passed.

## 7. DISCUSSION ITEMS

### 7.1. Executive Director Report

Chris called out several items in the Executive Director's report, including that the County Board of Supervisors has authorized funding to support the RCD providing technical assistance to landowners. County staff recognized the need to provide services related to storm damage repair, cannabis cultivation and natural resource management, among other pressing needs. This funding will help offset the costs of programs and outreach that the District normally does that is not supported by any specific revenue. Chris updated the Board on RCD efforts to develop a voluntary plan for rotational fallowing with a cover crop. The intent of this project is to realize multiple benefits on agricultural land, including carbon sequestration and water savings, but that these benefits come at a private cost, mostly associated with the loss of a market crop. Mike Manfre indicated that he would review products coming out of this effort. Chris reported that the County has hired a new County Administrative Officer, Carlos Palacios. Chris reported that the District has been working with Sustainable Conservation and FarmLink to incentivize irrigation and nutrient efficiency by offsetting interest rates on loans for growers who participate in such programs. Finally, Chris acknowledged the hard work and effort that Tangi Chapman put in to completing the electronic workflow automation of the accounts payable and accounts receivable, the grant-funds tracking and requests for time off. The Community Foundation of Santa Cruz County provided the funding for Tangi to work with Sheila McEwan of ecoFILE to create, build and test workflows through their Laserfiche programs.

### 7.2. NRCS Report

No NRCS report was given.

### 7.2. Directors Reports

Mike Manfre reported that, as a member of the County Agriculture Policy Advisory Commission, he has been participating in the Cannabis Study Group with the Board of Supervisors. Chris reported that the Environmental Impact Report for Cannabis cultivation has been delayed until August and that the California Department of Fish and Wildlife is reportedly working on robust rules relating to the cultivation and the impacts to watersheds.

## 8. ADJOURN

The next meeting of the RCD Board of Directors is scheduled for July 12, 2017. The meeting adjourned at 7:55PM.

Mike Manfre  
Vice President, Board of Directors

(TC:MM)  
