

Alameda County Resource Conservation District

. . . Making Conservation Happen

RCD BOARD MEETING ANNOUNCEMENT AND AGENDA

Monday, April 18, 6:00 p.m.

District Office, 3585 Greenville Rd., Livermore, CA

Guests are encouraged to RSVP by 11 a.m. on Monday April 18th, to (925) 371-0154 ext. 104. Materials provided to the Board will be available at the RCD office the morning of the 18th.

CALL TO ORDER and PRELIMINARY ITEMS

CALL TO ORDER AND FLAG SALUTE

ROLL CALL OF THE DIRECTORS

Paul Banke, President; Directors Becky Dennis, Brenda Vieux, Tim Koopmann

INTRODUCTION OF GUESTS AND STAFF

Staff: Kent Reeves, Marilyn Harvey, Alyson Aquino, NRCS

APPROVAL OF AGENDA

Motion	The Board adopts the Agenda.
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BUSINESS BEFORE THE BOARD

APPROVAL OF PRIOR MONTH'S BOARD MEETING MINUTES – *Written Minutes*

Staff Recommendation	The Board accepts the Minutes of the March 21, 2011 Board Meeting.
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PUBLIC COMMENTS

CORRESPONDENCE

LEADERSHIP REPORTS

1. President Paul Banke
2. Executive Officer Kent Reeves
3. NRCS District Conservationist Alyson Aquino

STAFF PRESENTATION - None

CONSENT CALENDAR – Items for action without discussion unless requested for separate discussion by Director or member of the Public or staff

4. Consent Calendar Items

- a. Authorize the Executive Officer to execute Cooperator Agreements with landowners for the wildlife-friendly pond restoration projects to be funded using funds provided by the Bay Area Rapid Transit District for the Wildlife-friendly pond Restoration Program.
- b. Authorize the Executive Officer to execute a contract with Dr. Pete Trenham to provide a technical workshop on the California Tiger Salamander.

(From Feb. 28, 2011 Board Meeting)

- c. SFPUC Task 8 Modification: Approve addition of funding of \$13,864.65 to increase the NTE amount to \$186,878.40 in Task Order 8 to cover staff time to perform annual performance criteria monitoring to meet permit requirements for the Arroyo de la Laguna Willow Riparian Scrub Enhancement Project and extend the completion date to 12/31/2013.
- d. SFPUC Task 9: Approve new task order for \$672,981.60 to fund a portion of the construction funding, oversight and administrative tasks for implementation of restoration work on the Arroyo de la Laguna Sheep Camp site to meet SFPUC mitigation requirements.

(From March 21, 2011 Board Meeting)

- e. SFPUC Conservation Easements: Authorize staff to develop a proposal for costs that would be associated with development of 3 conservation easement sites in Alameda County for SFPUC and present it at the next Conservation Committee meeting.
- f. Acknowledge receipt of the Audit Report for the ARCD FY2009-2010. Recommendations of the audit include write-off \$5,595 in old liabilities; establishing an Identity Theft Policy; and under the Chart of Accounts, rearranging the LAIF and cash accounts.
- g. Verona Bridge Earmark: Review and approve MOU between the Alameda County Flood Control and Water Conservation District for \$50,000 as a cash contribution to the Arroyo de la Laguna Streambank Restoration Project at Verona Bridge.
- h. Verona Bridge Earmark: Review and approve MOU between the Alameda County Public Works Department for \$50,000 as a cash contribution to the Arroyo de la Laguna Streambank Restoration Project at Verona Bridge.
- i. Approve date extension to 12/31/2011 for Alnus Ecological to complete tasks to assist SFPUC staff with development of their conservation easement program as requested by SFPUC and funded under the Task 7 Easements work.
- j. Approve date extension to 12/31/2011 for Swaim Biological, Inc. to complete work under the Bureau of Reclamation grant for biological surveys.
- k. Approve date extension to 6/30/2011 for Betsy Diaz, Coordinator, Alameda County Watershed Forum to complete work under the Alameda County Task 7 ACW Forum and Task 9 Stewardship Grants.

Motion	The Board approves the recommendations from the February and March, 2011 agenda items, and reports presented in the Consent Calendar.
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REGULAR CALENDAR

- 5. Update on Board of Directors Appointments
- 6. Upcoming Special Board Meeting Needs and Timing
- 7. Update on projected budget 6, 9, and 12 months
- 8. Update on Caltrans
- 9. Waiver of Benefits for Staff

FINANCE COMMITTEE - Becky Dennis and Tim Koopmann

- 10. Financial Reports – See written report

Committee Recommendation	The Board accepts the Finance Committee’s meeting summary and financial reports.
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NEW BUSINESS – Becky Dennis

- 11. Affect from federal and state budget cuts.
- 12. Inform Alameda residents about the work we do, or want to but can't do.
- 13. Possibility of working with the Contra Costa RCD.
- 14. More awareness in the urban parts of the counties.

CONSERVATION COMMITTEE – Brenda Vieux and Tim Koopmann

- 15. Committee Report – See written report

Committee Recommendation	The Board accepts the Conservation Committee Summary and recommendations.
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- 16. Approval of Arroyo de la Laguna Verona Bridge Stream Restoration Project to begin formal bid process for construction activities planned for summer of 2011 (see project report).

Staff Recommendation	The Board approves the Arroyo de la Laguna Verona Bridge Stream Restoration Project construction Request For Proposals for advertisement as prepared by staff and County Counsel and subject to such minor modifications as staff and Counsel deem necessary or appropriate.
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17. Approval of Arroyo de la Laguna Sheep Camp Willow Riparian Scrub and Riparian Habitat Restoration Project to begin formal bid process for construction activities planned for summer of 2011.

Staff Recommendation	The Board approves the Arroyo de la Laguna Sheep Camp Willow Riparian Scrub and Riparian Habitat Restoration Project construction Request For Proposals for advertisement as prepared by staff and County Counsel and subject to such minor modifications as staff and Counsel deem necessary or appropriate.
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PERSONNEL COMMITTEE – Paul Banke and Becky Dennis

18. Proposal to fulfill recent vacancy of Project Assistant position (see job description)

Staff Recommendation	The Board authorizes Executive Officer to proceed with the job posting and hiring of a part-time Project Assistant.
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CONSERVATION PARTNERSHIP TEAM REPORTS

19. Monthly Team Report – *Written Report*

BOARD MEMBER COMMENTS AND REPORTS

FUTURE AGENDA ITEM SUGGESTIONS

ANNOUNCEMENTS

Upcoming Meetings

Board and Committee Meetings

May 16	May Board Meeting
May 5	Conservation Committee 3 PM (Van Hoorn)
TBD	Special Projects Committee (Charbonneau)
TBD	Finance Committee (Harvey)
TBD	Education and Outreach Committee (Evans)

ADJOURNMENT

RCD BOARD MEETING ANNOUNCEMENT AND AGENDA

ADDENDUM 4/15/2011

Monday, April 18, 6:00 p.m.

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BUSINESS BEFORE THE BOARD

CONSERVATION COMMITTEE

Additional Item:

20. Approval of the Sycamore Grove Pond Restoration Project to begin the formal bid process for construction activities planned for summer and fall of 2011.

Staff Recommendation	The Board approves the Sycamore Grove Pond Restoration Project construction Request For Proposals for advertisement as prepared by staff and County Counsel and subject to such minor modifications as staff and Counsel deem necessary or appropriate.
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Alameda County Resource Conservation District
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RCD BOARD MEETING MINUTES
Monday, April 18, 6:00 p.m.
District Office, 3585 Greenville Rd., Livermore, CA

CALL TO ORDER and PRELIMINARY ITEMS

CALL TO ORDER AND FLAG SALUTE

Conducted by President Banke at 6:10 p.m.

ROLL CALL OF THE DIRECTORS

Paul Banke, President; Directors Becky Dennis, Brenda Vieux, Tim Koopmann

INTRODUCTION OF GUESTS AND STAFF

Staff: Kent Reeves, Marilyn Harvey, Leslie Koenig, Pete Van Hoorn, Alyson Aquino, NRCS, Kim Alexander, Guest

APPROVAL OF AGENDA

Motion: The Board adopts the Agenda by unanimous consent, with item 20, Monthly Team Report, moved to before item 19, Personnel Committee, and all SFPUC-related Consent Calendar items considered in a separate motion, as moved by Dir. Vieux and seconded by Dir. Koopmann.

BUSINESS BEFORE THE BOARD

APPROVAL OF PRIOR MONTH'S BOARD MEETING MINUTES – *Written Minutes*

Motion: The Board accepts the Minutes of February 28 and March 21, 2011, Board Meetings, by unanimous consent, as moved by Dir. Vieux and seconded by Dir. Koopmann.

PUBLIC COMMENTS

CORRESPONDENCE

Miscellaneous announcements by partner organizations were circulated for review.

LEADERSHIP REPORTS

1. President Paul Banke – no report
2. Executive Officer Kent Reeves – see handout

Kent gave an update on the EACCS meeting that was held last week. Letter is being developed to address concerns regarding importance of rangeland and management decisions. Letter will be an addendum to document that will state that the EACCS Steering Committee along with the FWS and DFG will work with partners in the Rangeland Coalition to ensure that the latest principles and techniques of range management are reflected in any management plans developed for rangelands.

Kent also discussed the Interim Revenue Development Plan for the RCD which covers short-term and long-term goals which was included in the Board materials. The goals include reviewing Fees for Services, developing and expanding MOU's, working with local RCDs to develop MOU's to allow

for technical services that the RCD can provide, workshops, and looking at ways for direct fundraising. The plan also included a contingency plan with different staffing and benefits scenarios in case revenue development is not successful enough.

There are no planned PLCS meetings. A meeting will be scheduled, in the next few weeks, with Kent, Dir. Banke and Chris Bazar to discuss PLCS.

Kent discussed administration areas and that all staff evaluations have been completed. Also reported that Maria Wendler, the Special Project Assistant, resigned, and that he and Morpheus are working on conservation planning, GIS, and Wildlife/Vineyard interactions with the LVWA and discussing site-specific assistance with several local vineyards.

Dir. Dennis inquired on the status of the Farm and Ranch Clean-up. Pete responded that an announcement did go out through the LVWA and that he is preparing additional outreach.

3. NRCS District Conservationist Alyson Aquino

Alyson is still covering the Concord office and the vacant position has not been posted yet. She is currently working on staff reviews, and will be changing the Farm Bill contact information to her. Jackie and Ling will be working on more of the technical items. There was a photo shoot that involved taking pictures at different ranch locations. Dir. Dennis suggested that some of these pictures could be up uploaded to the RCD website and another consideration would be to add links to the different cities in our area to the website. Dir. Banke inquired on the status of the Contribution Agreement for Morpheus. Currently, there are 104 hours left on the Agreement and additional funding doesn't look promising. There was discussion on different options for other projects that Morpheus could work on.

STAFF PRESENTATION - None

CONSENT CALENDAR – Items for action without discussion unless requested for separate discussion by Director or member of the Public or staff

4. Consent Calendar Items

- a. Authorize the Executive Officer to execute Cooperator Agreements with landowners for the wildlife-friendly pond restoration projects to be funded using funds provided by the Bay Area Rapid Transit District for the Wildlife-friendly pond Restoration Program.

Kim Alexander addressed the Board and asked how her company could be put on the Contractors list for bidding on upcoming projects. Pete asked for her contact information and will include her on the contact list for future projects.

- b. Authorize the Executive Officer to execute a contract with Dr. Pete Trenham to provide a technical workshop on the California Tiger Salamander.

(From Feb. 28, 2011 Board Meeting)

- c. SFPUC Task 8 Modification: Approve addition of funding of \$13,864.65 to increase the NTE amount to \$186,878.40 in Task Order 8 to cover staff time to perform annual performance criteria monitoring to meet permit requirements for the Arroyo de la Laguna Willow Riparian Scrub Enhancement Project and extend the completion date to 12/31/2013.
- d. SFPUC Task 9: Approve new task order for \$672,981.60 to fund a portion of the construction funding, oversight and administrative tasks for implementation of restoration work on the Arroyo de la Laguna Sheep Camp site to meet SFPUC mitigation requirements.

(From March 21, 2011 Board Meeting)

- e. SFPUC Conservation Easements: Authorize staff to develop a proposal for costs that would be associated with development of 3 conservation easement sites in Alameda County for SFPUC and present it at the next Conservation Committee meeting.
- f. Approve date extension to 12/31/2011 for Alnus Ecological to complete tasks to assist SFPUC staff with development of their conservation easement program as requested by SFPUC and funded under the Task 7 Easements work.

(From March 21, 2011 Board Meeting)

- g. Acknowledge receipt of the Audit Report for the ARCD FY2009-2010. Recommendations of the audit include write-off \$5,595 in old liabilities; establishing an Identity Theft Policy; and under the Chart of Accounts, rearranging the LAIF and cash accounts.
- h. Verona Bridge Earmark: Review and approve MOU between the Alameda County Flood Control and Water Conservation District for \$50,000 as a cash contribution to the Arroyo de la Laguna Streambank Restoration Project at Verona Bridge.
- i. Verona Bridge Earmark: Review and approve MOU between the Alameda County Public Works Department for \$50,000 as a cash contribution to the Arroyo de la Laguna Streambank Restoration Project at Verona Bridge.
- j. Approve date extension to 12/31/2011 for Swaim Biological, Inc. to complete work under the Bureau of Reclamation grant for biological surveys.
- k. Approve date extension to 6/30/2011 for Betsy Diaz, Coordinator, Alameda County Watershed Forum to complete work under the Alameda County Task 7 ACW Forum and Task 9 Stewardship Grants.

Motion: The Board approves the recommendations and reports presented in the Consent Calendar, excepting items c, d, e, and f, as moved by Dir. Dennis and seconded by Dir. Vieux.

Motion: The Board approves items c, d, e, and f of the Consent Calendar, as moved by Dir. Dennis and seconded by Dir. Vieux and with Dir. Koopmann abstaining.

REGULAR CALENDAR

5. Update on Board of Directors Appointments

Dir. Banke has not heard back from Valerie Raymond and will follow up with her. Jim Perry is interested in the position. The process is to post the open positions, make selections, and recommend to the Board of Supervisors. Kent suggested that the Associate Board Members become more involved and up to date with RCD matters and have more involvement in RCD meetings.

6. Upcoming Special Board Meeting Needs and Timing

Leslie discussed that there are several approvals that need to be done in the next couple of weeks and that some directors may not be available for meetings. The SFPUC MOU is in the process of

being revised and needs approval prior to the next regular board meeting. It was agreed that a Special Board Meeting would be held on April 27 at 3:00 p.m. to cover the items needing approval.

7. Update on projected budget 6, 9, and 12 months

Marilyn covered the projected budget for 2011-2012. Kent covered different scenarios that were generated going from Best Case to Worst Case covering the next 3 – 18 month period. Dir. Banke stated that the worst case could be that SFPUC freezes all task orders. Kent discussed reduced staffing plan with contracting staff for what work is done. Dir. Banke expressed concern that it's not easy to hire contract employees due to needing a contractor's license, insurance, and possibly a tax identification number. Dir. Banke discussed the current lease and the possibility of sub-leasing a portion of the office out or moving. Kent stated that with moving it could be costly and a disruption to staff, time would be best utilized in revenue development. Leslie stated that we are looking at a \$61,000 short-fall and what new project are out there. Many of the current projects will be done by the end of the calendar year. She suggested we concentrate on keeping current staff rather than cutting hours and adding an additional person with no funding source.

8. Update on Caltrans

Pete gave an update on Caltrans. He has been compiling emails from Caltrans and Bob Nuzman. Have a clear record on Coop 1 that Caltrans was a frequent source of delays and changes, and that their third-party consultants did not find fault with our technical products. For Coop 2, we did a great amount of work and purchase of materials at Caltran's direct request but without a signed contract. Although Caltrans staff suggested that we could bill the advance Coop 2 work to Coop 1, they never stated that in writing. We have repeatedly submitted invoices for both projects. Caltrans has not replied in a timely manner. They have occasionally requested more information which we submitted promptly. Largely they have been silent or declined to pay without explanation. Dir. Dennis indicated that we need more information and that we could pursue the funds due the RCD on Coop 1. Dir. Banke requested that County Counsel be contacted to see how much it would cost to pursue, and perhaps a written letter to Caltrans from County Counsel could be done. Dir. Koopmann stated that the RCD should pursue on the contracted work performed.

9. Waiver of Benefits for Staff

Staff member going out on medical leave requested a waiver that the RCD continue to pay employee premiums for health insurance during the medical leave period.

Motion: The Board approves the waiver of benefits request, by unanimous consent, as moved by Dir. Dennis and seconded by Dir. Koopmann.

FINANCE COMMITTEE - Becky Dennis and Tim Koopmann

10. Financial Reports – See written report

Marilyn presented the financial statements including the Accounts Receivable, Cash Balance, Cash Flow, and Profit/Loss reports. Marilyn reviewed the Accounts Receivable and Expense payments that are due this month.

Motion: The Board accepts the Finance Committee's meeting summary and financial reports, by unanimous consent, as moved by Dir. Vieux and seconded by Dir. Dennis.

NEW BUSINESS – Becky Dennis

11. Affect from federal and state budget cuts.

Dir. Dennis discussed that the any funding lost would have a negative impact on the RCD.

12. Inform Alameda residents about the work we do, or want to but can't do.

Dir. Dennis stated that we should discuss the planned and cancelled stream restoration earmarks with the residents along the Arroyo de la Laguna. Prior to releasing any statements, we should discuss with Congressman Stark's office.

13. Possibility of working with the Contra Costa RCD.

Kent discussed that he is currently working with staff at Contra Costa RCD to put in place an MOU that would have our RCD staff do technical work if the need arises. Dir. Dennis suggested that we enhance our website to include pictures and be sure that we are in all of the search engines.

14. More awareness in the urban parts of the counties.

No discussion.

CONSERVATION COMMITTEE – Brenda Vieux and Tim Koopmann

15. Committee Report

Pete presented the Conservation Committee summary. The Interim Revenue Development plan was already discussed by Kent. The Committee also received and discussed an update on the proposed work with SFPUC to help develop several mitigation easements on SFPUC land. Kent and Leslie discussed the project with Jim Robins. Rich Fletcher recommended that the PAR analysis be done by a third party, and Kent discussed the different advantages of that versus in-house. The third committee item was a new task order for SFPUC, to help manage and oversee the development of design of an interpretive center at the AgPark. The Committee recommended approval of the Task Order once it is ready.

Motion: The Board accepts the Conservation Committee Summary and recommendations, by unanimous consent, as moved by Dir. Vieux and seconded by Dir. Dennis.

16. Formal bid process for Arroyo de la Laguna Verona Bridge Stream Restoration Project construction activities planned for summer of 2011 (see project report).

Motion: The Board approves the Arroyo de la Laguna Verona Bridge Stream Restoration Project construction Request for Proposals for advertisement, as prepared by staff and County Counsel and subject to such minor modifications as staff and Counsel deem necessary or appropriate, as moved by Dir. Vieux and seconded by Dir. Dennis, with Dir. Koopmann abstaining.

17. Formal bid process for Arroyo de la Laguna Sheep Camp Willow Riparian Scrub and Riparian Habitat Restoration Project construction activities planned for summer of 2011.

Motion: The Board approves the Arroyo de la Laguna Sheep Camp Willow Riparian Scrub and Riparian Habitat Restoration Project construction Request For Proposals for advertisement, as prepared by staff and County Counsel and subject to such minor modifications as staff and Counsel deem necessary or appropriate, as moved by Dir. Vieux and seconded by Dir. Dennis, with Dir. Koopmann abstaining.

18. Formal bid process for Sycamore Grove Pond Restoration Project construction activities planned for summer and fall of 2011.

Motion: The Board approves the Sycamore Grove Pond Restoration Project construction Request for Proposals for advertisement, as prepared by staff and County Counsel and subject to such

minor modifications as staff and Counsel deem necessary or appropriate, as moved by Dir. Vieux and seconded by Dir. Dennis, with Dir. Koopmann abstaining.

CONSERVATION PARTNERSHIP TEAM REPORTS

20. Monthly Team Report – *Written Report*

PERSONNEL COMMITTEE – Paul Banke and Becky Dennis

19. Proposal to fulfill recent vacancy of Project Assistant position (see job description)

Dir. Banke - proposal and recommendation postponed. Must be presented to the Personnel Committee prior to Board approval.

BOARD MEMBER COMMENTS AND REPORTS

FUTURE AGENDA ITEM SUGGESTIONS

ANNOUNCEMENTS

Upcoming Meetings

Board and Committee Meetings

May 17	May Board Meeting
May 5	Conservation Committee 3 PM (Van Hoorn)
TBD	Special Projects Committee (Charbonneau)
TBD	Finance Committee (Harvey)
TBD	Education and Outreach Committee (Evans)

ADJOURNMENT at 8:52 p.m.