

# Alameda County Resource Conservation District

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## RCD SPECIAL BOARD MEETING ANNOUNCEMENT AND AGENDA

Tuesday, March 16, 2010, 3:00 p.m.

District Office, 3585 Greenville Rd., Livermore, CA

Materials provided to the Board will be available at the RCD office the morning of the 16<sup>th</sup>.

### CALL TO ORDER and PRELIMINARY ITEMS

#### CALL TO ORDER AND FLAG SALUTE

#### ROLL CALL OF THE DIRECTORS

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

#### INTRODUCTION OF GUESTS AND STAFF

Staff: Leslie Koenig, Terry Huff, Marilyn Harvey, Pete Van Hoorn

Guests: Junior Livestock Marketing Team

#### 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 February 18, 2010 Board Meeting, Special Meetings February 25 & March 4, 2010.
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#### PUBLIC COMMENTS

#### PRESENTATION: Junior Livestock Marketing Team Powerpoint Presentation

#### CORRESPONDENCE

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

1. Consent Calendar Items

- a. Authorize Interim Executive Officer to sign contracts with Norman Scott and Galen Rathbun to lead the April 2010 California Red-Legged Frog Workshop.
- b. Authorize Staff to apply for grants from the Beginning Farmer and Rancher Development Program and the Audubon Toyota Together Green Innovation and Planning Grants Program.
- c. Authorize Staff to complete application to the State Controller's Office for reimbursement of costs associated with Brown Act Compliance.

Motion	The Board accepts the recommendations and reports presented in the Consent Calendar.
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### REGULAR CALENDAR

**FINANCE COMMITTEE** - Becky Dennis and Tim Koopmann

2. Financial Reports – *see Committee Report*

Committee Recommendation	The Board accepts the Finance Committee’s meeting summary and financial reports.
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3. Alameda County RCD Savings Account

Committee Recommendation	The Board authorizes Interim Executive Officer to open Savings Account and transfer the BART Ponds and Sabrecat funds.
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4. Alameda County RCD Line of Credit

Committee Recommendation	The Board authorizes staff Accountant to pursue obtaining a Line of Credit and report back.
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5. NRCS Reimbursable – *Update on Amendment to Agreement*

**PERSONNEL COMMITTEE** – Paul Banke and Becky Dennis

6. Staffing Needs – *Leslie Koenig*

**SPECIAL PROJECTS COMMITTEE** – Rod Tripp and Mark Swisher

7. Arroyo de la Laguna Earmarks – *Update on funding request*

**CONSERVATION PARTNERSHIP TEAM REPORTS**

8. Monthly Team Report – *Written Report*

9. Leadership Reports

- a. President Paul Banke
- b. Interim Executive Officer Leslie Koenig
- c. NRCS District Conservationist Terry Huff

**BOARD MEMBER COMMENTS AND REPORTS**

**FUTURE AGENDA ITEM SUGGESTION**

**ANNOUNCEMENTS**

Upcoming Meetings

**ADJOURNMENT**

- March 23 Agricultural Advisory Committee, 7 – 9:30 PM, 4825 Gleason Drive, Dublin
- June 5 California Rangeland Trust Western Affair fundraiser at Wente

Board and Committee Meetings

- April 19 April Board Meeting**
- TBD Special Projects Committee (Charbonneau)**
- April 15 Finance Committee (Harvey)
- April 1 Conservation Committee, 3 PM (Van Hoorn)
- TBD Education and Outreach Committee (Evans)

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## RCD SPECIAL BOARD MEETING MINUTES

Tuesday, March 16, 2010, 3:00 p.m.

District Office, 3585 Greenville Rd., Livermore, CA

Materials provided to the Board will be available at the RCD office the morning of the 16<sup>th</sup>.

### CALL TO ORDER and PRELIMINARY ITEMS

**CALL TO ORDER AND FLAG SALUTE** conducted by President Banke at 3:05 p.m.

### **ROLL CALL OF THE DIRECTORS**

Paul Banke, President; Directors Becky Dennis, Tim Koopmann, Brenda Vieux, Rod Tripp (absent-excused)

### **INTRODUCTION OF GUESTS AND STAFF**

Staff: Leslie Koenig, Terry Huff, Marilyn Harvey,

Guests: Junior Livestock Marketing Team, Mark Swisher, Bob Lementho, Ag Commissioner Office

### **APPROVAL OF AGENDA**

Motion	The Board adopts the Agenda by unanimous consent, as moved by Dir. Koopmann and seconded by Dir Vieux.
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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 February 18, 2010 Board Meeting, Special Meetings February 25 & March 4, 2010, by unanimous consent, as moved by Dir. Dennis and seconded by Dir. Vieux.
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### **PUBLIC COMMENTS - None**

**PRESENTATION: Junior Livestock Marketing Team Powerpoint Presentation – A fifteen minute presentation was given by the Team. This presentation showed how the students are taught leadership, speech, responsibility, from the beginning of purchasing their animals for the fair auction to the actual auction day. In addition, a review of the auction process was reviewed and a pamphlet that they had prepared was distributed.**

**CORRESPONDENCE – Notice of Rangeland Trust meeting on June 5<sup>th</sup> to be held at Wente's.**

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

1. Consent Calendar Items
  - a. Authorize Interim Executive Officer to sign contracts with Norman Scott and Galen Rathbun to lead the April 2010 California Red-Legged Frog Workshop.
  - b. Authorize Staff to apply for grants from the Beginning Farmer and Rancher Development Program and the Audubon Toyota Together Green Innovation and Planning Grants Program.
  - c. Authorize Staff to complete application to the State Controller's Office for reimbursement of costs associated with Brown Act Compliance.

Motion	The Board accepts the recommendations and reports presented in the Consent Calendar by unanimous consent, as moved by Dir. Koopmann and seconded by Dir. Vieux.
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**REGULAR CALENDAR**

**FINANCE COMMITTEE - Becky Dennis and Tim Koopmann**

- 2. Financial Reports – *see Committee Report*

*Dir. Dennis presented the financial reports. She reported on outstanding A/R and noted that the only A/R over 60 days is the Calfed payment which both Marilyn and Leslie are tracking. Dir. Banke noted that the financial position is improving and that we need to continue to monitor and work towards having more reserves on hand to cover unforeseen issues.*

Committee Recommendation	The Board accepts the Finance Committee’s meeting summary and financial reports by unanimous consent, as moved by Dir. Dennis and seconded by Dir. Koopmann.
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- 3. Alameda County RCD Savings Account

Committee Recommendation	The Board authorizes Interim Executive Officer to open Savings Account and transfer the BART Ponds and Sabrecat funds, by unanimous consent, as moved by Dir. Vieux and seconded by Dir. Dennis.
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- 4. Alameda County RCD Line of Credit

The finance committee discussed obtaining a line of credit for \$25,000 with the security being the Receivable and Savings Accounts. After some discussion, the Board requested that a line of credit of \$50,000 - \$75,000 be researched as to terms, maturity, and interest rates and presented to the Board at the next meeting in April.

Committee Recommendation	The Board authorizes staff Accountant to pursue obtaining a Line of Credit and report back, by unanimous consent, as moved by Dir. Dennis and seconded by Dir. Vieux.
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- 5. NRCS Reimbursable – *Update on Amendment to Agreement*

*Terry gave an update to the NRCS Reimbursable Agreement. Leslie has drafted a recommendation to NRCS for a 2 month rather than a 3 month period. Currently the outstanding balance is \$60,000 for 2 quarters. The goal is to reduce the upfront payment amount.*

**PERSONNEL COMMITTEE – Paul Banke and Becky Dennis**

- 6. Staffing Needs – *The Board discussed staffing as to hiring an Executive Officer. Discussion included looking for someone that has different skills that could possibly handle both RCD and PLCS functions. Dir. Banke requested that Leslie and Pete spend some time on creating a job description and pulling together a list of potential employments agencies. The Board would like the Personnel Committee to meet and discuss different alternatives and report back to the Board at the April meeting.*

Motion	The Board authorizes the Personnel Committee to investigate different Staffing Agencies and report back to the Board at the April Meeting, by unanimous consent, as moved by Dir. Koopmann and seconded by Dir. Vieux.
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**SPECIAL PROJECTS COMMITTEE – Rod Tripp and Mark Swisher**

7. Arroyo de la Laguna Earmarks – *Update on funding request*

Mark Swisher gave the report for the Special Projects Committee. There was discussion on funding for the Arroyo de la Laguna and how there needs to be more discussion with interested agencies to see their level of interest in participating in the project. There was an initial meeting with potential participating agencies, however there was no participants from the City of Pleasanton. Dir. Banke requested that Dir. Dennis set-up a meeting with the City of Pleasanton and Leslie and Terry, to discuss their potential involvement in the project.

Leslie discussed the second Arroyo Earmark is be handled under the Clean Water Program and is requesting that the Board approve the execution of a \$15,000 contract between the Alameda County RCD and NRCS to deliver technical assistance and outreach regarding the Watershed Protection and Prevention Program Implementation in Alameda County.

Motion	The Board approves the Contract between the RCD and NRCS for \$15,000, by unanimous consent, as moved by Dir. Dennis and seconded by Dir. Koopmann.
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**CONSERVATION PARTNERSHIP TEAM REPORTS**

- 8. Monthly Team Report – *Written Report*
- 9. Leadership Reports
  - a. President Paul Banke
  - b. Interim Executive Officer Leslie Koenig
  - c. NRCS District Conservationist Terry Huff

**BOARD MEMBER COMMENTS AND REPORTS**

**FUTURE AGENDA ITEM SUGGESTION**

Election of Officers to be scheduled for the May Board Meeting.

**ANNOUNCEMENTS**

Upcoming Meetings

- March 23 Agricultural Advisory Committee, 7 – 9:30 PM, 4825 Gleason Drive, Dublin
- June 5 California Rangeland Trust Western Affair fundraiser at Wente Winery.

Board and Committee Meetings

- April 19 April Board Meeting**
- TBD Special Projects Committee (Charbonneau)**
- April 15 Finance Committee (Harvey) – 7:30 a.m.
- April 1 Conservation Committee, 3 PM (Van Hoorn)
- TBD Education and Outreach Committee (Evans)

**ADJOURNMENT 4:45 p.m.**