

**Alameda County Resource Conservation District**  
*. . . Making Conservation Happen*

**RCD BOARD MEETING ANNOUNCEMENT AND AGENDA**

**Monday, March 21, 6:00 p.m.**

**District Office, 3585 Greenville Rd., Livermore, CA**

Guests are encouraged to RSVP by 11 a.m. on Monday March 21st, to (925) 371-0154 ext. 104. Materials provided to the Board will be available at the RCD office the morning of the 21st.

**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 (absent-excused)

**INTRODUCTION OF GUESTS AND STAFF**

Staff: Kent Reeves, Marilyn Harvey, Alyson Aquino, NRCS, Robert Johnson, CPA

**APPROVAL OF AGENDA**

Motion	The Board adopts the Agenda.
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**AUDIT PRESENTATION – Robert Johnson, CPA**

Committee Recommendation	The Board accepts and acknowledges receipt of the Audit performed by Robert Johnson, CPA for the fiscal year 2009-2010.
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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 28, 2011 Board Meeting.
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**PUBLIC COMMENTS**

**CORRESPONDENCE**

**STAFF PRESENTATION**

**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. Approve date extension to 12/31/2011 for Swaim Biological, Inc. to complete work under the Bureau of Reclamation grant for biological surveys (see attached).

- b. 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 (see attached modification).

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

- 2. Update on Board of Directors Appointments
- 3. ACRCB Board communications

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

- 4. Financial Reports – See written report

Committee Recommendation	The Board accepts the Finance Committee’s meeting summary and financial reports.
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**CONSERVATION COMMITTEE – Brenda Vieux and Tim Koopmann**

- 5. Committee Report – See written report

Committee Recommendation	The Board accepts the Conservation Committee Summary and recommendations.
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- 6. 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 (see project report).

Staff Recommendation	The Board authorizes staff to develop a proposal including costs for development of 3 conservation easement sites to be held for the SFPUC.
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- 7. Verona Bridge Earmark: Review and approve MOU between the Alameda County Flood Control and Water Conservation District (see project report).

Staff Recommendation	The Board approves the 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.
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8. Verona Bridge Earmark: Review and approve MOU between the Alameda County Public Works Department (see project report).

Staff Recommendation	The Board approves the 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.
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9. 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 (see project report).

Staff Recommendation	The Board approves the date extension for Jim Robins, dba, Alnus Ecological to December 31, 2011 for tasks being completed for the SFPUC for development of their conservation easement program.
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**CONSERVATION PARTNERSHIP TEAM REPORTS**

10. Monthly Team Report – *Written Report*
11. Leadership Reports
  - a. President Paul Banke
  - b. Executive Officer Kent Reeves
  - c. NRCS District Conservationist Alyson Aquino

**BOARD MEMBER COMMENTS AND REPORTS**

**FUTURE AGENDA ITEM SUGGESTIONS**

**ANNOUNCEMENTS**

Upcoming Meetings

Board and Committee Meetings

<b>April 18</b>	<b>April Board Meeting</b>
April 7	Conservation Committee 3 PM (Van Hoorn)
TBD	Special Projects Committee (Charbonneau)
April 7	Finance Committee (Harvey) 4:30 PM
TBD	Education and Outreach Committee (Evans)

**ADJOURNMENT**

**Alameda County Resource Conservation District**  
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**RCD BOARD MEETING MINUTES**

**Monday, March 21, 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 6:20 p.m.

**ROLL CALL OF THE DIRECTORS**

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

**INTRODUCTION OF GUESTS AND STAFF**

Staff: Kent Reeves, Marilyn Harvey, Leslie Koenig, Alyson Aquino, NRCS, Robert Johnson, CPA, Joe Ortiz, SFPUC

**APPROVAL OF AGENDA**

Motion: The Board adopts the Agenda by unanimous consent, with item 6-SFPUC Conservation Easements moved to before the Audit Presentation, as moved by Dir. Dennis and seconded by Dir. Vieux.

6. SFPUC Conservation Easements:

Leslie discussed the next steps for the RCD to potentially hold conservation easements on three SFPUC mitigation projects and distributed a handout detailing the scope and how each project would be funded. The three projects that would be proposed are: Arroyo 1, Arroyo 2, and the Calaveras Road project. The Arroyo 1 project was completed this last construction season and we are in the plant establishment and monitoring phase which is being conducted by RCD and NRCS staff. Funding is in place to complete the monitoring for the next 3 years. Additional funding after that has to be secured from SFPUC to complete the 10 year performance period. The Arroyo 2 project has construction planned for the summer of 2011. We are in the process of developing a grazing management plan for this project which is already funded. Construction funding for the Arroyo 2 project has been partially obtained. Additional funding is required and is in the process with an amendment to our existing MOU to increase the funding amount allocated for the WSIP projects.

The SFPUC is asking the RCD to complete performance monitoring for 10 years for all three sites as well as write long term management plans and negotiate the conservation easements for each site. The RCD is going to develop a task order/proposal for costs to cover the remaining costs that will be included in the amended MOU funding allocation, as detailed on the handout. Joe Ortiz from SFPUC stated that they would like to go to the Board of Supervisors for approval in December. Director Banke asked if this had to be approved and signed off by the Fish and Game prior to going to SFPUC and Board of Supervisors. Joe Ortiz stated that it does and that the SFPUC meets regularly with the all regulatory agencies that will be required to approve the easements. The next meeting with SFPUC and the regulatory agencies is on April 5, 2011.

Motion: The Board authorizes staff to develop a task order and authorizes staff to negotiate the development of 3 conservation easement sites to be held for the SFPUC, by unanimous consent, as moved by Dir. Dennis and seconded by Dir. Vieux.

Leslie Koenig and Joe Ortiz left the meeting at 6:30 p.m.

## **AUDIT PRESENTATION – Robert Johnson, CPA**

Bob Johnson addressed the Board and gave a summary of his background, location, and indicated that he audits 54 Special Districts mostly in the Northern California area. Bob touched on the importance of marketing and suggested a marketing plan for development of more business. Bob and his staff conducted the FY2010 audit on January 31<sup>st</sup> and February 1<sup>st</sup>. Bob reviewed the Audited Financial Statements along with the Audit findings. Bob stated that our Internal Controls that are in place and are good; however we do need to write a policy on Red-Flag Regulations and must adopt an Identity Theft Program Policy. Dir. Banke asked staff work to have this completed and sent to the Board for approval within the next three months. Bob will forward a sample policy for our review to begin developing the policies. Dir. Dennis asked how much the RCD needs to cover costs and have some additional income. Bob indicated that each of the RCD projects should be reviewed for profitability and our current billing rates should be reviewed to see if they can be increased. As a guideline, the RCD should be billable about 75%. Dir. Banke asked for more information on records retention and archiving financial records on a monthly basis. Bob indicated that his office has some information on records retention and will forward that to the RCD. Dir. Banke requested that the monthly financial statements be backed-up and sent offsite. Currently, an online backup is done daily with QuickBooks, and due to the possibility of hacking into the file, this will be discontinued.

Motion: The Board accepts and acknowledges receipt of the Audit performed by Robert Johnson, CPA for the fiscal year 2009-2010, by unanimous consent, as moved by Dir. Vieux and seconded by Dir. Dennis.

## **BUSINESS BEFORE THE BOARD**

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

Motion: The Board accepts the Minutes of the February 28, 2011 Board Meeting, by unanimous consent, as moved by Dir. Vieux and seconded by Dir. Dennis.

### **PUBLIC COMMENTS**

None

### **CORRESPONDENCE**

Miscellaneous announcements by partner organizations were circulated for review.

### **STAFF PRESENTATION**

**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. Approve date extension to 12/31/2011 for Swaim Biological, Inc. to complete work under the Bureau of Reclamation grant for biological surveys (see attached).
  - b. 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 (see attached modification).

Motion: The Board accepts the recommendations and reports presented in the Consent Calendar, by unanimous consent, as moved by Dir. Vieux and seconded by Dir. Dennis.

### **REGULAR CALENDAR**

2. Update on Board of Directors Appointments

Dir. Banke discussed that he would be contacting Jim Perry to see if he would be interested in being on the board. Also indicated that Valerie Raymond may be interested. Dir. Dennis spoke with David Lund; a Livermore resident who is conservation oriented and perhaps would be a candidate for the board.

3. ACRC Board communications

No discussion for this topic.

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

4. 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. Marilyn specifically discussed that the NRCS Reimbursable Agreement 2-month advance payment amount will be approximately \$20,000, which will have an impact on cash balances. Dir. Banke asked that staff prepare a preliminary budget for board review for a 6 and 12 month period.

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

**CONSERVATION COMMITTEE** – Brenda Vieux and Tim Koopmann

5. Committee Report – See written report

Kent reviewed the committee summary and indicated that so far both earmarks are secure. The Voluntary Local Program had scheduled a meeting for March 30<sup>th</sup>, however this meeting has been postponed due to the DFG biologist not being available on that date.

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

6. SFPUC Conservation Easements: Moved to beginning of agenda

7. Verona Bridge Earmark: Review and approve MOU between the Alameda County Flood Control and Water Conservation District (see project report).

There have been some changes to the MOU from the attached sample that was included in the project report. County Counsel reviewed and approved them this afternoon.

Motion: The Board approves the MOU, with amended language, 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, by unanimous consent, as moved by Dir. Dennis and seconded by Dir. Vieux.

8. Verona Bridge Earmark: Review and approve MOU between the Alameda County Public Works Department (see project report).

There have been some changes to the MOU from the attached sample that was included in the project report. County Counsel reviewed and approved them this afternoon.

Motion: The Board approves the MOU, with amended language, 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, by unanimous consent, as moved by Dir. Dennis and seconded by Dir. Vieux.

9. 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 (see project report).

Dir. Banke stated that the RCD needs to strive to have technical staff complete work when possible. Dir. Banke stated that in our contracts staff needs to be doing more not less and that the Board is looking to Kent to be more involved in the contracted work as a billable staff person. Kent indicated that this contract with Jim Robins was at the request of SFPUC.

Motion: The Board approves the date extension for Jim Robins, dba, Alnus Ecological to December 31, 2011 for tasks being completed for the SFPUC for development of their conservation easement program, by unanimous consent, as moved by Dir. Vieux and seconded by Dir. Dennis.

## **CONSERVATION PARTNERSHIP TEAM REPORTS**

10. Monthly Team Report – *Written Report*

11. Leadership Reports

- a. President Paul Banke

No report.

- b. Executive Officer Kent Reeves

Kent discussed that the Zone 7 Board has postponed taking any actions on EACCS. This was because it was felt that there was not enough attention to rangeland management and land use in Alameda County. Kent will be attending the Ag Advisory Meeting tomorrow night. Kent also reported that a PLCS meeting was called, however there hasn't been any follow up from other board members. Dir. Banke stated that there are two landowners that have requested to receive refunds of their deposits. Kent indicated that he, Dir. Banke and Chris Bazar are planning to meet and discuss this issue. Dir. Dennis believes that this should be allowed and that the money should be returned if requested. Dir. Banke indicated that it needs to be discussed with Chris Bazar. Kent discussed Administrative items. He is in the process of conducting personnel evaluations, performance plans, and job descriptions. All are planned to be completed by due date timelines as outlined by the Personnel Committee. Kent presented a folder that he set-up for proposed outreach activities with categories for local, regional, and state-wide efforts. There were a few outreach activities that Kent wanted to attend. Dir. Banke indicated that the requests needed to be put on the agenda in order for them to be approved. He also asked that a development plan needs to be put in place to address outreach. Dir. Dennis would like to see Kent set-up individual meetings and making cold calls. In addition, Dir. Dennis stated that the Board is interested in revenue development and would like to be kept apprised of meetings that Kent participates in by sending emails with updates to the Board.

- c. NRCS District Conservationist Alyson Aquino

Alyson gave an update that she is still covering the Concord field office and responsibilities, probably for another 2 months. She is working on getting a grasp on the Reimbursable and Earmark work. She has taken over the NRCS reimbursable time tracking. Alyson plans on attending the Winegrowers meeting tomorrow. Alyson also discussed the new phone system that was recently installed.

## **BOARD MEMBER COMMENTS AND REPORTS**

**FUTURE AGENDA ITEM SUGGESTIONS**

Dir. Banke would like the RCD to pursue rental rates with having two solid rates between \$0.90 - \$0.95 per square foot. These rates could be used to negotiate a 3 year lease.

**ANNOUNCEMENTS**

Upcoming Meetings

Board and Committee Meetings

<b>April 18</b>	<b>April Board Meeting</b>
April 7	Conservation Committee 3 PM (Van Hoorn)
TBD	Special Projects Committee (Charbonneau)
TBD	Finance Committee (Harvey)
TBD	Education and Outreach Committee (Evans)

**ADJOURNMENT at 9:02 p.m.**