

Alameda County Resource Conservation District
. . . Making Conservation Happen

RCD BOARD MEETING MINUTES - Draft

Location:

District Office, 3585 Greenville Rd., Livermore, CA

Monday, May 18, 2009, at 6:30 p.m.

A light supper will be served at 6:00 pm. Guests are encouraged to RSVP by 11am on Monday if attending supper. (925) 371-0154 ext. 111

Materials provided to the Board will be available at the RCD office Monday morning.

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 (excused)

INTRODUCTION OF GUESTS & STAFF

Bob Nuzum, Terry Huff, Marilyn Harvey, Peggy Kiefer, Karen Sweet

APPROVAL OF AGENDA

Motion	The Board unanimously approved the meeting agenda, as moved by Director (Dir.) Tripp and seconded by Dir. Dennis.
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APPROVAL OF PRIOR MONTH'S BOARD MEETING MINUTES. *Written Minutes*

Staff Recommendation	The Board unanimously accepted the April Minutes of the Board meeting, upon motion of Dir. Koopmann and second by Dir. Dennis.
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PUBLIC COMMENTS

BUSINESS BEFORE THE BOARD

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

1. Authorization to develop grants and contracts
 - a. NRCS Conservation Innovation Grant to support PLCS and its innovative approach to locally-led land protection and stewardship

2. Authorization to execute grants and contracts
 - a. For prompt implementation of SFPUC Task Order for grasslands monitoring, numerous, additional field staff are necessary: *Contracts*
 - i. Ceci Dale-Cesmat, range conservationist consultant, up to \$9000
 - ii. Bill Davilla, up to \$9500
 - iii. Larry Ford and Devi Rao, up to \$20,000
 - b. Augment funding in the existing County outreach contract with \$90,000 for San Lorenzo Watershed Stewardship and to clarify the task description
 - c. Execution of new Task Orders that implement the existing SFPUC Memorandum Of Understanding: *Task Orders*
 - i. AgPark Curriculum Development
 - ii. Arroyo de la Laguna Restoration for mitigation
 - iii. Arroyo de la Laguna I willow planting for mitigation

3. Acceptance of the Personnel Committee's May 8, 2009 meeting minutes. *Written Report.*
4. Adoption of the following amendments to the Employee Handbook, as recommended by the Personnel Committee: review the handbook every three years (rather than five); accept County Counsel's employee signature form that verifies their receipt of the handbook and orientation to its content.

Staff Recommendation	The Board unanimously accepts the recommendations contained in the Consent Calendar, upon motion of Dir. Tripp and second by Dir. Koopmann.
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REGULAR CALENDAR

STAFF PRESENTATION: Outreach Coordinator, Peggy Kiefer presented a brief and enjoyable slide show of various and prominent projects and activities in the past year. Board members expressed interest in having numerous visual presentations in the coming meetings.

PARTNERSHIP OPERATIONS

5. **FINANCE COMMITTEE Report** - Marilyn Harvey, Accountant
 - a. March Financial Reports. *Written Reports*
 - i. Reports. Marilyn Harvey presented the financial reports and answered questions. Dir. Dennis expressed her appreciation for Marilyn's financial report orientation at the Finance Committee.
 - ii. FY '10 Budget preparation. Marilyn reviewed the process being undertaken by all staff members to develop the budget from each project's budget. Karen Sweet complimented the staff for their interest and commitment to this process, which is also a learning exercise.

Committee Recommendation	The Board unanimously accepts the Finance Committee's financial reports, upon motion of Dir. Dennis and second by Dir. Tripp.
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6. **TASK ORDER & SUBCONTRACT APPROVAL PROCESS FOR APPROVED CONTRACTS-**
 - a. Discussion and staff direction. *Written Report.* The Board is interested in meeting effectiveness, committee leadership, and consistency in the contract approval process. It affirmed its interest in seeing contracts and task orders as well as the task order budgets. The Board directed staff to a. work with San Francisco Public Utilities Commission to refine the task order process so that approvals are managed in a timely and effective manner with it and the RCD; and b. present staff recommendations next month.

7. **CORRESPONDENCE**

EDUCATION and OUTREACH COMMITTEE REPORT, May 6, 2009 meeting. Tim Koopmann, Becky Dennis

8. Presentation of the Committee Report and materials. *Written Report.* Dir. Koopmann stated that he is looking forward to working with this committee and to expanding the education and outreach activities. Dir. Dennis concurred, and noted that Amador High School will be interested in working with us. The other committee members also seemed very interested.

Committee Recommendation	The Board unanimously accepts the Education and Outreach Committee's May report, upon motion by Dr. Koopmann and second by Dir. Dennis.
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CONSERVATION COMMITTEE REPORT, May 14, 2009 meeting. Paul Banke

9. Presentation of the Committee Report and materials and approval of recommendations. *Written Report*
 - a. Committee minutes

Committee Recommendation	The Board unanimously accepts the Conservation Committee's May report, upon motion by Dir. Tripp and second by Dir. Dennis.
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- b. Mitigation Policy. Following discussion, this item will be continued to the next meeting.
- c. Establishment of Special Projects Committee
In concert with the Board's goals expressed in item 6, above, the purposes of this committee are to monitor and provide liaison and recommendations to the Board about the more complex projects, and to review and recommend other potential and complex projects as referred by the Conservation Committee. Associate Director, Mark Swisher will be asked to serve as Chairman, supported by Dir. Tripp and alternate, Dir. Koopmann. Other community members will be encouraged to participate. The committee will establish its goals and operational process at the first meeting. Project examples include SFPUC, Arroyo de la Laguna.

Committee Recommendation	The Board unanimously accepts the Conservation Committee's recommendation to establish a Special Projects Committee, as moved by Dir. Dennis and seconded by Dir. Tripp.
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SPECIAL PROJECTS

10, CALTRANS PIGEON PASS PROJECTS - Rod Tripp. Status report. *Written Report.*

- a. Co-op 1.
President Banke placed into the record the April 30, 2009 letter from the District to Caltrans, in which the Board deemed the co-op to be terminated due to lack of mutual resolution of issues expressed in the letter: the Sweet Family's notice to Dir. Koopmann canceling its interest in working with the District for an easement, and to the expiration of the co-op's current extension. Marilyn presented her tentative financial statement for the record, noting that she is waiting for a couple of invoices. To conclude the project, the District will personally communicate with Caltrans regarding the financial statement.
- b. LARPD Co-op. This project was included in the financial statement. It, too is concluded.

11. Arroyo de la Laguna Project, Phase II – Terry Huff

- a. Terry provided a brief update, outlining meetings with other stakeholders.

12. PLCS (PARTNERSHIP FOR LAND CONSERVATION AND STEWARDSHIP) - Rod Tripp

- a. PLCS staff report. *Written Report.*
Karen briefed the Board on the contract status with the County of Alameda. Dir. Dennis' name will be presented to the Board of Supervisors along with the landowner nominees for appointment to the Advisory Board. The Board requested a more detailed report on client task order progress. Karen described the need to have a fee for corporate landowners who aren't eligible for the farmer and rancher rate. The next meeting is May 26 at 9:30 a.m.

13. San Francisco Public Utilities Commission Project - Terry Huff

- a. Status Report.
Terry announced that NRCS appears to have received a \$560,000 grant to provide match for EQIP projects developed during the course of the SFPUC project, and match was a project goal. SFPUC is developing a task order for another Arroyo de la Laguna restoration site that may leverage the Congressionally-funded project.
- b. Approval of new Arroyo de la Laguna Willow Planting Task Order

Motion	The Board authorizes execution of the SFPUC Willow Planting Task Order unless substantively changed, which will be determined by the President of the Board. This motion was made by Dir. Tripp and seconded by Dir. Dennis and was passed. Dir. Koopmann abstained.
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14. **NRCS Contract Modification** – Karen Sweet and Terry Huff. *Modification*
Terry described the State NRCS Office's requirement that the contract for NRCS to provide services to the District be modified to provide more clarity. The Board directed staff to work with NRCS on the modification, have it reviewed by Counsel, and present it at the June Board meeting.

CLOSED SESSION –

Conference with Real Property Negotiators (Government Code Section 54956.8)
Real Property: Mitigation property including portions of APN's 099A-1830-001-10 and 099A-1830-002; 3064 Cross Road, Livermore
District Negotiator: Bob Nuzum
Other Negotiating Party: State of CA, Caltrans; David Yam, Sean Malloy, Ron Kiaaina
Negotiation: Cooperative Agreement Funding and Terms

RE-OPEN MEETING AND REPORT FROM CLOSED SESSION

President Banke reported that the District will archive its records for this project and request final payment from Caltrans.

CONSERVATION PARTNERSHIP TEAM REPORTS

15. **MONTHLY TEAM REPORT.** *Written Report*
16. **LEADERSHIP REPORTS** – Information only; no action
- a. President, Paul Banke
 - i. President Banke noted his gratification for the District's financial position and for the progress being made with the effective committees structure. He shared the interest he's received from the hunting constituency for information about WHIP and EQIP.
 - b. NRCS District Conservationist, Terry Huff
 - i. NRCS will enhance their reports about EQIP and WHIP projects.
 - c. Executive Officer, Karen Sweet. *Written Report*
 - i. Karen noted that she will be on a panel with two other Districts to market RCDs' services at the Bay Area Open Space Council's meeting this week. She also shared the strategy being developed by the Special District's Association relative to the state's financial situation, advising the Board that advocacy may become important.
17. **BOARD MEMBER COMMENTS, REPORTS AND FUTURE AGENDA ITEM SUGGESTIONS**
Next month's agenda will include: mitigation policy statement continuance; Alameda Creek Historical Ecology project report and orthorectification demonstration.

ANNOUNCEMENTS for Director Participation

June 15	Next Board Meeting, 6:30p.m.
May 26	PLCS Advisory Board, 9:30 a.m. at the RCD Office
June 2	Personnel Committee, 7:30 a.m. at Sunol
June 4	Conservation Committee, 3:00 p.m. at the RCD Office
June 16	Education Committee,
July 9	LAFCo, 4:30 p.m. at DSRSD, 7051 Dublin Blvd., Dublin
December 13-16	Grazing Lands Conservation Initiative National Conference, Reno

ADJOURNMENT Having concluded business, President Banke adjourned the meeting at 9:50 p.m.

Verification of Approval: _____ June 15, 2009
Karen Sweet, Executive Officer

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RCD BOARD MEETING ANNOUNCEMENT AND AGENDA

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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 & STAFF

Bob Nuzum, Terry Huff, Katie Bergmann, Karen Sweet, Marilyn Harvey

APPROVAL OF AGENDA

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

Staff Recommendation	The Board accepts the Minutes of the prior month's Board meeting.
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PUBLIC COMMENTS

BUSINESS BEFORE THE BOARD

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

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 - b. Augment funding in the existing County outreach contract with \$90,000 for San Lorenzo Watershed Stewardship and to clarify the task description

 - c. Execution of new Task Orders that implement the existing SFPUC Memorandum Of Understanding: *Task Orders*
 - i. AgPark Curriculum Development
 - ii. Arroyo de la Laguna Restoration for mitigation
 - iii. Arroyo de la Laguna I willow planting for mitigation

3. Acceptance of the Personnel Committee's May 8, 2009 meeting minutes. *Written Report.*

4. Adoption of the following amendments to the Employee Handbook, as recommended by the Personnel Committee: review the handbook every three years (rather than five); accept County Counsel's employee signature form that verifies their receipt of the handbook and orientation to its content.

Staff Recommendation	The Board accepts the recommendations contained in the Consent Calendar.
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REGULAR CALENDAR

STAFF PRESENTATION: Topic to be determined

PARTNERSHIP OPERATIONS

5. **FINANCE COMMITTEE Report** - Brenda Vieux
 - a. March Financial Reports. *Written Reports*
 - i. The Committee recommends acceptance of the financial reports.
 - ii. Status of FY '10 Budget preparation

Committee Recommendation	The Board accepts the Finance Committee's financial reports.
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6. **TASK ORDER & SUBCONTRACT APPROVAL PROCESS FOR APPROVED CONTRACTS**–
 - a. Discussion and staff direction. *Written Report*

7. **CORRESPONDENCE**

EDUCATION and OUTREACH COMMITTEE REPORT, May 6, 2009 meeting. Tim Koopmann, Becky Dennis

8. Presentation of the Committee Report and materials. *Written Report.*

Committee Recommendation	The Board accepts the Education and Outreach Committee's May report.
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CONSERVATION COMMITTEE REPORT, May 14, 2009 meeting. Brenda Vieux

9. Presentation of the Committee Report and materials and approval of recommendations. *Written Report*
 - a. Committee recommends

Committee Recommendation	The Board accepts the Conservation Committee's May report.
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- b. Committee recommends adoption of the Mitigation Policy as amended.

Committee Recommendation	The Board accepts the Conservation Committee's recommendation to adopt the Mitigation Policy.
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- c. Establishment of Special Projects Committee

Committee Recommendation	The Board accepts the Conservation Committee's recommendation to establish a Special Projects Committee.
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- d. Other items for consideration as recommended at the May 14, 3:00 p.m. committee meeting

SPECIAL PROJECTS

- 10. **CALTRANS PIGEON PASS PROJECTS** - Rod Tripp. Status report. *Written Report.*
 - a. Co-op 1
 - a. LARPD Co-op
- 11. **Arroyo de la Laguna Project** - Katie Bergmann
 - a. Status Report.
- 12. **PLCS (PARTNERSHIP FOR LAND CONSERVATION AND STEWARDSHIP)** - Rod Tripp
 - a. PLCS staff report. *Written Report.*
- 13. **San Francisco Public Utilities Commission Project** - Terry Huff
 - a. Status Report
- 14. **NRCS Contract Modification** – Karen Sweet and Terry Huff. *Modification*

Staff Recommendation	The Board authorizes execution of the NRCS and RCD services agreement.
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CLOSED SESSION –

Conference with Real Property Negotiators (Government Code Section 54956.8)
 Real Property: Mitigation property including portions of APN's 099A-1830-001-10 and 099A-1830-002; 3064 Cross Road, Livermore
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RE-OPEN MEETING AND REPORT FROM CLOSED SESSION

CONSERVATION PARTNERSHIP TEAM REPORTS

- 15. **MONTHLY TEAM REPORT.** *Written Report*
- 16. **LEADERSHIP REPORTS** – Information only; no action
 - a. President, Paul Banke
 - i. Miscellaneous
 - b. NRCS District Conservationist, Terry Huff
 - i. Miscellaneous
 - c. Executive Officer, Karen Sweet. *Written Report*
 - i. Miscellaneous.

17. BOARD MEMBER COMMENTS, REPORTS AND FUTURE AGENDA ITEM SUGGESTIONS

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ADJOURNMENT Time: