

Alameda County Resource Conservation District
... Making Conservation Happen

RCD BOARD MEETING ANNOUNCEMENT AND AGENDA

Monday, October 17, 2011 6:00 p.m.

District Office, 3585 Greenville Rd., Livermore, CA

Guests are encouraged to RSVP by 11 a.m. on Monday, October 17th, to (925) 371-0154 ext. 113. Materials provided to the Board will be available at the RCD office the morning of the 17th.

CALL TO ORDER and PRELIMINARY ITEMS

CALL TO ORDER AND FLAG SALUTE

ROLL CALL OF THE DIRECTORS

Paul Banke, President; Directors Brenda Vieux, Becky Dennis, Tim Koopmann, James Perry, Darrel Sweet

INTRODUCTION OF GUESTS AND STAFF

Staff: Mike Gatzman, Marilyn Harvey, Amy Evans, Leslie Koenig, Pete Van Hoorn, 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 September 19, 2011 Board Meeting.
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PUBLIC COMMENTS

CORRESPONDENCE

LEADERSHIP REPORTS

1. President Paul Banke
2. Executive Officer Michael A. Gatzman
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. Approve Modification #1 of current Alameda County Outreach Contract #5013 with the Alameda County Flood Control and Water Conservation District to add funds to the maximum amount payable for the extension term is \$642,000.00 (12/31/2011 – 12/31/2013), and authorizes execution of the modification.

Staff Recommendation	The Board approves the recommendations and reports presented in the Consent Calendar.
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REGULAR CALENDAR

5. Appoint Terry Huff as an Associate Director

Motion	The Board appoints Terry Huff as an Associate Director for the Alameda County RCD.
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6. Recruit a consultant for Revenue Development

Motion	The Board directs the Executive Officer to construct a contract and recruit a consultant for revenue development and authorizes the executive committee to approve the contract terms and compensation prior to recruitment and implementation.
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7. Discussion of Board Member attendance at the CARCD annual meeting.

FINANCE COMMITTEE - Becky Dennis and Tim Koopmann

8. Financial Reports – See written report

Committee Recommendation	The Board accepts the Finance Committee’s meeting summary and financial reports.
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9. Authorize Michael Gatzman and Amy Evans to sign for the US Bank Account, LAIF and County Accounts.

Staff Recommendation	The Board of Directors ratifies the Resolutions #2012-03 and #2012-04 and appoints Becky Dennis, Paul Banke, Brenda Vieux, Michael A. Gatzman, and Amy Evans to be signers on financial accounts.
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NEW BUSINESS

CONSERVATION COMMITTEE – Brenda Vieux and Tim Koopmann

10. Committee Report – See written report

Committee Recommendation	The Board accepts the Conservation Committee Summary and recommendations.
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11. Approval of SFPUC MOU Amendment 1 (see project report)

Committee Recommendation	Motion: The Board approves execution of the first amendment to the Memorandum of Understanding between the Alameda County Resource Conservation District and the San Francisco Public Utilities Commission for Coordinated Natural Resources Management Projects, to increase the not-to-exceed amount to \$2,775,000 and extend the expiration date to December 17, 2022.
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12. Approval of Upper Alameda Creek Watershed Partnership MOU - Postponed from September meeting (see project report)

Staff Recommendation	The Board approves execution of the Upper Alameda Creek Watershed Partnership Memorandum of Understanding to further the RCD’s interests with the conservation work associated in the Alameda Creek Watershed.
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13. Approval of Revised SFPUC Task Order 11 to complete mitigation easements at the two SFPUC Arroyo de la Laguna Restoration Projects through the SFPUC Watershed System Improvement Program (WSIP) (see project report)

Committee Recommendation	The Board approves SFPUC Task Order 11 Revision 1 in the amount of \$50,000.
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14. Approval of contract between Jim Robins, d.b.a. Alnus Ecological for assistance with the implementation of Task 11 of the SFPUC MOU to complete 2 mitigation easements for the SFPUC Watershed System Improvement Program (WSIP) (see project report)

Committee Recommendation	The Board approves the agreement between the District and Jim Robins, d.b.a. Alnus Ecological, for assistance with the implementation of Task 11 of the SFPUC MOU, for a total amount not to exceed \$10,800.
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15. Approval of Contract with SAGE for the Beginning Farmer and Rancher Grant (see project report)

Staff Recommendation	Motion: The Board approves execution of a contract with Sustainable Agriculture Education for our part of the Beginning Farmer and Rancher Grant, with a not-to-exceed amount of \$115,654.31 and an expiration date of September 30, 2014, pending minor modification by staff and County Counsel.
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CONSERVATION PARTNERSHIP TEAM REPORTS

16. Monthly Team Report – *Written Report*

BOARD MEMBER COMMENTS AND REPORTS

FUTURE AGENDA ITEM SUGGESTIONS

CLOSED SESSION

Public Employee Performance Evaluation (Government Code Section 54957(B)
(Title: Staff)

RE-OPEN MEETING AND REPORT FROM CLOSED SESSION

ANNOUNCEMENTS

Upcoming Meetings - Board and Committee Meetings

November 21	November Board Meeting
November 14	Conservation Committee 3 PM (Van Hoorn)
November 14	Finance Committee 4 PM (Harvey)
TBD	Special Projects Committee (Charbonneau)
TBD	Education and Outreach Committee (Evans)

ADJOURNMENT

Alameda County Resource Conservation District
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RCD BOARD MEETING MINUTES
Monday, October 17, 2011 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 6:03 p.m.

ROLL CALL OF THE DIRECTORS

Paul Banke, President; Directors Brenda Vieux, Becky Dennis, Tim Koopmann (absent-excused), James Perry, Darrel Sweet (arrives at 6:07 p.m.)

INTRODUCTION OF GUESTS AND STAFF

Staff: Mike Gatzman, Marilyn Harvey, Amy Evans, Leslie Koenig, Pete Van Hoorn
NRCS staff: Alyson Aquino

APPROVAL OF AGENDA

Motion: The Board adopts the Agenda by unanimous consent as moved by Dir. Dennis and seconded by Dir. Vieux.

BUSINESS BEFORE THE BOARD

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

Motion: The Board accepts the Minutes of the September 19, 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.

LEADERSHIP REPORTS

1. President Paul Banke

Dir. Banke discussed the possibility of adding additional Associate Directors and will be contacting a couple of people that he knows.

2. Executive Officer Michael A. Gatzman

Michael Gatzman reported that the Technical Staff has been in the field with the existing projects and they are in the process of getting those projects wrapped up. He also reported that there will be some safety training coming up next month for 4 x 4 operation, CPR training and pond safety training.

Michael Gatzman also reported that with the projects wrapping up, regular staff meetings will take place on Tuesdays. In addition, he has been working on revenue development and financial reporting.

3. NRCS District Conservationist Alyson Aquino

Alyson Aquino reported that the District Conservationist position for Contra Costa has been reposted. Also, she has been coordinating staff, projects, and working on cooperative agreements. Alyson Aquino handed out a summary of the recent CARCD Delta Meeting and discussed the recent Workgroup meeting reporting that there were 26 non-employee attendees. Dir. Banke asked what could be done different to have a larger attendance and for all of us to think about ideas for future meetings. Any ideas should be sent to 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. Approve Modification #1 of current Alameda County Outreach Contract #5013 with the Alameda County Flood Control and Water Conservation District to add funds to the maximum amount payable for the extension term is \$642,000.00 (12/31/2011 – 12/31/2013), and authorize execution of the modification.

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

REGULAR CALENDAR

5. Appoint Terry Huff as an Associate Director

Motion: The Board appoints Terry Huff as an Associate Director for the Alameda County RCD by unanimous consent as moved by Dir. Dennis and seconded by Dir. Sweet.

6. Recruit a consultant for Revenue Development

Michael Gatzman discussed the need for Revenue Development which was one of his top five areas that he would be addressing. The District Board had approved a Revenue Development Plan in April 2011, and he would like to move forward and recruit a consultant.

Motion: The Board directs the Executive Officer to construct a contract and recruit a consultant for revenue development, and authorizes the executive committee to approve the contract terms and compensation prior to recruitment and implementation by unanimous consent as moved by Dir. Dennis and seconded by Dir. Vieux.

7. Discussion of Board Member attendance at the CARCD annual meeting.

Dir. Banke encouraged Directors to attend the Annual Conference for the CARCD, November 8 – November 11, 2011, if possible. Michael Gatzman reviewed the agenda and stated that no staff will be going. Alyson Aquino suggested that the District could submit some potential topics for next year's conference and perhaps recommend a different timing for the conference. The construction window finishes in late October and it's tough having the conference around that time.

FINANCE COMMITTEE - Becky Dennis and Tim Koopmann

8. Financial Reports – See written report

Marilyn Harvey presented the financial statements including the Committee Minutes, Accounts Receivable, Cash Balance, Cash Flow, and Profit/Loss Statement. Michael Gatzman presented a proposed new financial statement format. He also discussed the District lease and will be pursuing an extension to the current lease.

Motion: The Board accepts the Finance Committee's meeting summary and financial statements, and new financial statement format by unanimous consent as moved by Dir. Sweet and seconded by Dir. Perry.

9. Authorize Michael A. Gatzman and Amy Evans to sign for the US Bank Account, LAIF and County Accounts.

Motion: The Board of Directors ratifies the Resolutions #2012-03 and #2012-04 and appoints Becky Dennis, Paul Banke, Brenda Vieux, Michael A. Gatzman, and Amy Evans to be signers on financial accounts by unanimous consent as moved by Dir. Dennis and seconded by Dir. Vieux.

NEW BUSINESS

CONSERVATION COMMITTEE – Brenda Vieux and Tim Koopmann

10. Committee Report – See written report

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

11. Approval of SFPUC MOU Amendment 1 (see project report)

Motion: The Board approves execution of the first amendment to the Memorandum of Understanding between the Alameda County Resource Conservation District and the San Francisco Public Utilities Commission for Coordinated Natural Resources Management Projects, to increase the not-to-exceed amount to \$2,775,000 and extend the expiration date to December 17, 2022, by unanimous consent as moved by Dir. Dennis and seconded by Dir. Perry.

Dir. Perry exits the meeting at 6:45 p.m.

12. Approval of Upper Alameda Creek Watershed Partnership MOU - Postponed from September meeting (see project report)

Leslie Koenig discussed the MOU and the project report contents. Dir. Dennis stated that this is well written and that she appreciates being able to review full contents prior to the Board Meeting.

Motion: The Board approves execution of the Upper Alameda Creek Watershed Partnership Memorandum of Understanding to further the RCD's interests with the conservation work associated in the Alameda Creek Watershed by unanimous consent as moved by Dir. Dennis and seconded by Dir. Vieux.

13. Approval of Revised SFPUC Task Order 11 to complete mitigation easements at the two SFPUC Arroyo de la Laguna Restoration Projects through the SFPUC Watershed System Improvement Program (WSIP) (see project report)

Motion: The Board approves SFPUC Task Order 11 Revision 1 in the amount of \$50,000 by unanimous consent as moved by Dir. Vieux and seconded by Dir. Dennis.

14. Approval of contract between Jim Robins, d.b.a. Alnus Ecological, for assistance with the implementation of Task 11 of the SFPUC MOU to complete 2 mitigation easements for the SFPUC Watershed System Improvement Program (WSIP) (see project report)

Motion: The Board approves the agreement between the District and Jim Robins, d.b.a. Alnus Ecological, for assistance with the implementation of Task 11 of the SFPUC MOU, for a total amount not to exceed \$10,800, by unanimous consent as moved by Dir. Dennis and seconded by Dir. Sweet.

15. Approval of Contract with SAGE for the Beginning Farmer and Rancher Grant (see project report)

Pete Van Hoorn discussed the contract with SAGE and that it is in the draft stage with County Counsel still needing to make refinements. Dir. Banke stated that the Board will not approve a draft and needs the final language for approval.

Motion deferred until next Board Meeting, by unanimous consent as moved by Dir. Dennis and seconded by Dir. Sweet.

CONSERVATION PARTNERSHIP TEAM REPORTS

16. Monthly Team Report – *Written Report*

BOARD MEMBER COMMENTS AND REPORTS

Dir. Dennis inquired on the status of the open Board position and if this needed to be re-advertised. Since it had previously been advertised doesn't need to be re-advertised.

Leslie Koenig had a question for the Board that wasn't included on the agenda. Zone 7 had asked for a letter of support for the Stream Management Plan, if the Executive Officer can sign it or if it needs to come to the Board. Dir. Banke stated that there is no clear cut policy and this should come to the Board for approval.

FUTURE AGENDA ITEM SUGGESTIONS

Adjourn regular meeting at 7:45 p.m.

CLOSED SESSION at 7:45 p.m.

Public Employee Performance Evaluation (Government Code Section 54957(B)
(Title: Staff)

RE-OPEN MEETING AND REPORT FROM CLOSED SESSION

Nothing to report.

Adjourn closed session at 7:50 p.m.

ANNOUNCEMENTS

Upcoming Meetings - Board and Committee Meetings

November 21	November Board Meeting
November 14	Conservation Committee 3 PM (Van Hoorn)
November 14	Finance Committee 4 PM (Harvey)
TBD	Special Projects Committee (Charbonneau)
TBD	Education and Outreach Committee (Evans)