

CONTRA COSTA RESOURCE CONSERVATION DISTRICT
5552 Clayton Road, Concord, CA 94521
Phone (925) 672-4577

MEETING AGENDA
May 18, 2017

9:30 AM CALL TO ORDER BY CHAIR

9:31 AM PUBLIC COMMENT PERIOD

9:32 AM INTRODUCTIONS AND MINUTES

- 1.1 Consider accepting the April 2017 Minutes as distributed.
- 1.2 Introduction of prospective Board Members
- 1.3 Introduction of new staff members

**9:40 AM ADDITIONS TO THE AGENDA: BROWN ACT, SECTION 54954.2(B) (2):
DETERMINATION THAT A NEED FOR IMMEDIATE ACTION EXISTS:
Vote by two-thirds of the directors required.**

9:41 AM DETERMINATION ITEMS:

- 2.1 Consider authorizing \$100/year fee for Partners for the Rodeo Creek Watershed, Rodeo Chamber of Commerce dues
- 2.2 Consider approving Associate Director Policy
- 2.3 Consider deferring approval of March, April, and May Financials until June Meeting

10:00 AM PRESENTATION/GUEST(S)

- Heidi Petty – Rodeo and Alhambra Watershed Update

10:20 AM DISCUSSION ITEMS:

- 3.1 Funding and Grants Updates (Robinson/Weise)
- 3.2 Wildcat Creek Update (Anich)

10:30 AM REPORTS:

- 4.1 NRCS Report – Phillips
 - Civil Rights – Phillips
- 4.2 Presidents Report – Skaredoff
- 4.3 Staff Reports - RCD Staff

10:31 AM CLOSED SESSION

In accordance with the Americans with Disabilities Act and California Law, the Contra Costa Resource Conservation District offers its public meetings in a manner that is readily accessible to everyone, including those with disabilities. Please contact the Administrative Manager at (925) 672-4577 with any questions.

5.1 No items

10:32 AM ANNOUNCEMENTS:

Public Announcements

- CSDA Board of Directors Call for Nominations (Deadline May 19)
- Special District Leadership Academy (July 9-12 – Napa, CA)
- CSDA General Manager Leadership Summit (June 25-27 – Newport Beach, CA)
- CARCD Group Course Offerings
 - Board Leadership Boot Camp
 - Communications Academy
 - Advocacy Academy
 - Regional Collaboration Introduction
 - Durable Collaborations
- CARCD Individual RCD Offerings
 - Organizational Assessment and Direction Setting
 - Communications
 - Board Training
 - Staff Development

Recurring Meetings

- Alhambra Creek Watershed Council, Martinez, 1st Tuesday, 6:30 – 8:30 PM
- Partners for Rodeo Creek Watershed, Rodeo, TBA – Quarterly (As needed)
- Walnut Creek Watershed Council, Martinez, 1st Thursday, 9:30 - 11:30 AM
- CC Watershed Forum, Various Locations, 2nd Wednesday, 9:30 - 11:30 AM
- San Joaquin and Delta WQ Coalition, Stockton, 2nd Monday, 9 – 10:30 AM

10:40 AM ADJOURN

NEXT BOARD MEETINGS WILL BE JUNE 15, 2017 @ 9:30 AM

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CCRC D BOARD MEETING MINUTES

Date

The regular meeting of the Contra Costa Resource Conservation District was held on Thursday April 20th, 2017 at 5552 Clayton Road, Concord, CA.

DIRECTORS PRESENT: Igor Skaredoff
Bethallyn Black
Tom Brumleve

ASSOC. DIRECTORS PRESENT:

RCD STAFF PRESENT: Allison Rofe
Ben Weise
Elizabeth Harrison

NRCS STAFF PRESENT: Hilary Phillips

DIRECTORS ABSENT: Bob Case

ASSOCIATE DIRECTORS ABSENT:

RCD STAFF ABSENT: Teresa Hunter
Elissa Robinson
Heidi Petty

NRCS STAFF ABSENT:

THE MEETING WAS CALLED TO ORDER BY CHAIR, IGOR SKAREDOFF AT 8:07 AM.

PUBLIC COMMENT PERIOD:

There were no public comments

1. **MOVE** the March 17, 2017 Board Minute Approval to May Board Meeting

ADDITIONS TO THE AGENDA: BROWN ACT, SECTION (54954.2(B) (2))
DETERMINATION THAT A NEED FOR IMMEDIATE ACTION EXISTS:

Allison Rofe requested for Item 2.4 to be added to the agenda, to consider approval of CCRC D staff to execute permitting for VLP agreements 006 and 007.

Hilary Phillips requested for Item 2.5 to be added to the agenda, to consider approval of Executive Director or Board President to sign a new NRCS Contribution Agreement.

Tom Brumleve requested for Item 2.6 to be added to the agenda, to discuss CCRCDC's potential sponsorship of a Range Camp attendee.

Igor Skaredoff motioned and Tom Brumleve seconded the motion to approve adding agenda items 2.4, 2.5, and 2.6. Igor Skaredoff, Bethallyn Black, and Tom Brumleve approved. Additions approved.

2. DETERMINATION ITEMS:

- 2.1** Consider adopting resolution authorizing submittal of a funding request to California Department of Conservation's RCD Assistance Program and delegating certain related duties to the President of the Board and the Executive Director. Ben Weise presented CCRCDC's progress towards the application. Ben Weise found out that this was an element that may have been missed, but that the Department of Conservation had no problems with this if it was done at this Board meeting. Ben Weise presented Resolution 2017-02 to the Board. Bethallyn Black motioned to sign and approve the resolution. Tom Brumleve seconded the motion. Igor Skaredoff, Bethallyn Black, and Tom Brumleve agreed. Item approved.
- 2.2** Consider approval of dedicating the CIMIS (California Irrigation Management Information System) Weather Station (Brentwood, CA) to Tom Bloomfield. Igor presented item describing Tom Bloomfield's years of service to Contra Costa RCD as well as growers throughout the County, specifically highlighting Tom's work to build and maintain the CIMIS Weather Station in Brentwood, CA. Igor then read the resolution aloud. Bethallyn Black inquired about some specifics of Tom's service, namely the dates. Ben Weise clarified that RCD staff would look into the changes. Bethallyn Black motioned to confirm the dates and sign the resolution. Tom Brumleve seconded the motion. Igor Skaredoff, Bethallyn Black, and Tom Brumleve agreed. Item approved.
- 2.3** Consider approval of CCRCDC Monthly Profit and Loss Report and Check Detail Report. Item moved to May Board Meeting.
- 2.4** Consider approval of CCRCDC staff to execute permitting for VLP agreements 006 and 007. Allison Rofe briefed the Board on the VLP program at the April 5, 2017 Special Board Meeting. She answered further questions relevant to the VLP program and CCRCDC's role in it. Tom Brumleve then motioned to approved CCRCDC staff to execute permitting for VLP agreements 006 and 007. Bethallyn Black seconded the motioned. Igor Skaredoff, Bethallyn Black, and Tom Brumleve agree. Item approved.
- 2.5** Consider approval of Executive Director or Board President to sign a new NRCS Contribution Agreement. Hilary Phillips presented the recent past regarding NRCS Contribution Agreements and the RCD. Hilary is currently working to develop a new NRCS Contribution Agreement that would begin in FY2018. Hilary requested that the Board give the Board President or Executive Director authority to sign a new contribution agreement for \$75,000 from the NRCS with a 25% match from the RCD with \$20,000 guaranteed until FY2018. The RCD is expected to match at 25% of whatever the NRCS contributes. Tom Brumleve motioned to give the Board President of Executive Director authority to sign a new contribution agreement. Bethallyn

Black seconded the motion. Igor Skaredoff, Bethallyn Black, and Tom Brumleve agreed. Item approved.

2.6 Discuss CCRCDD's potential sponsorship of a Range Camp attendee. Tom Brumleve presented the discussion of potential sponsorship of a Range Camp attendee and indicated that there was no action necessary today. Tom merely wanted to bring it up and put the work out that RCD will be sponsoring someone. Allison Rofe mentioned that she had talked to Ben Wallace about this and indicated that CCRCDD will sponsor an attendee, but will not know who for some time. The Range Camp makes the determination as to who attends the camp and notifies potential sponsors within the county of residence. If someone is sponsored by CCRCDD, they are expected to write an essay detailing their time at Range Camp as well as present to the CCRCDD Board of Directors.

DISCUSSION ITEMS:

3.1 Discuss CCRCDD's tactical mid-range plan. Igor introduced CCRCDD's tactical mid-range plan designed to cover the RCD in the short term and ensure that no projects are dropped in the near term. Ben Weise presented the spreadsheet detailing various projects CCRCDD is involved in across the board.

OATH OF OFFICE:

Allison Rofe swore in Igor Skaredoff, Bethallyn Black, and Tom Brumleve as Directors on the Board of Directors.

CLOSED SESSION

Due to time constraints, the meeting skipped the reports of the NRCS and the Board President to move to a closed session. The closed session began at 9:26 AM and concluded at 10:06 AM. The Board meeting adjourned at 10:06 AM as the board no longer had a quorum.

10:06 PM Igor Skaredoff called meeting to adjourn.

Respectfully submitted,

Ben Weise
Contra Costa Resource Conservation District

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**MEMO**

To: Board of Directors
From: Heidi Petty, Watershed Coordinator; Elizabeth Harrison, Watershed Coordinator
Date: May 10, 2017
Subject: Bay Front Chamber of Commerce Dues for Partners for the Rodeo Creek Watershed

Recommended Action. Consider authorizing staff to expend \$100 per year for the Partners for the Rodeo Creek Watershed group (PRCW) to become a member of the Bay Front Chamber of Commerce

Background. The Bay Front Chamber of Commerce requires those who wish to participate in several events and festivals in Rodeo to become members of the Bay Front Chamber of Commerce. The PRCW would like to conduct outreach and educational activities at these local and bay front community events. This participation requires the group to become a member of the Bay Front Chamber of Commerce for a fee of \$100/year. This annual membership will allow the RCD coordinator to have free, informational booths at activities such as the monthly, Food Truck events and Chamber mixers, and access a community of local Chamber members.

If approved, we will be able to create a partnership with the local Chambers and receive updates, information, and opportunities from the Bay Front Chamber of Commerce.

Budget Impact. The proposed action would be a direct cost to the CCRCD's general fund, \$100.00 per year.

Approval. By minute action.

Attachments. None.

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MEMO

To: Board of Directors
From: Ben Weise
Date: May 10, 2017
Subject: Associate Director Policy

Recommended Action: Consider authorizing attached Associate Director policy to remain in line with CARCD's Vision and Standards for California RCDs

Background: CCRCD Board of Directors hopes to fill the Board with Associate Directors. While not required, CARCD recommends adopting an Associate Director Policy (see attached) and provides numerous examples on their website. By enacting an Associate Director Policy, CCRCD would remain in line with the CARCD Vision and Standards for California RCDs.

Budget Impact: No budget impact.

Approval. By minute action.

Attachments. 2.2.1 Associate Director Policy

ASSOCIATE DIRECTOR POLICY

Adopted on:

The following is the accepted policy of the Contra Costa County Resource Conservation District. It is the policy of the board of directors to revise this statement by changes, additions, or deletions at any time it is felt necessary, so long as it is decided by vote in a regular meeting of the board.

Associate directors are a vital component of the Contra Costa County Resource Conservation District (CCRCD). The position is completely voluntary, with no compensation, however district related expenses may be reimbursed. Associate directors do not vote and cannot assume the official responsibilities of board members. Their duties include offering technical assistance, personal opinions, and relevant advice to the board and staff.

I. Application:

Applicants for the position of associate director should submit, in writing, a letter of request to the board of directors. Applicants must be 18 years of age or older, have a sincere interest in resource conservation, and be willing to commit the time required to fulfill their duties. The CCRCD board may also seek associate directors to perform specific tasks as needed.

II. Appointment:

Associate directors of the CCRCD are appointed by majority vote of the board of directors. An associate director serves at the discretion of the board and may be removed from the position by a majority vote of the board of directors.

III. Duties:

The CCRCD board of directors approves duties and tasks to associate directors. The CCRCD's long-range and annual work plans guide all directors and associate directors' actions and tasks. Associate directors' activities should complement and reinforce these work plans

IV. Succession:

In the instance of a vacancy on the board of directors, associate directors may apply for appointment as a full director, as well as any qualifying member of the public, if they have been in the position of associate director for no less than 6 months, or by unanimous decision of the board, following the procedure for district director appointment as set forth in Division 9 of the California Public Resources Code (§9352).

V. Term of Office:

The appointment as associate director is for a period of two years. An associate director may resign at any time.

VI. Meeting Attendance:

Associate directors are encouraged to participate in regular meetings to provide technical support and personal opinions about CCRCD programs, long-range plans, and annual plans in connection with the goals and visions of the CCRCD.

VII. Expenses:

Upon prior approval of the board of directors, an associate director may be reimbursed for

specific expenses incurred in connection with CCRCDC activities. The reimbursement of these expenses must be in accordance with the Reimbursement Policy stated in the Financial Policy.

VIII. Conflict of Interest/Open Meetings Act:

Associate directors must comply with the conflict of interest policies set forth in Division 9 of the California Public Resources Code, and the California Ralph M. Brown Act.

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MEMO

To: Board of Directors
From: Ben Weise
Date: May 17, 2017
Subject: Associate Director Policy

Recommended Action: Consider deferring acceptance of March and April financial reports to June Board Meeting

Background: In light of staffing changes, the CCRCD Board of Directors should consider deferring acceptance of March 2017 and April 2017 financials until the June Meeting. By then, staff will be able to present fully the financials for those months as well as May 2017's financials.

Budget Impact: No budget impact.

Approval. By minute action.

Attachments. No attachments.