Summary Minutes
Regular Meeting
Wednesday, October 8, 2014
6:00 p.m.

Directors Present: Roger Castillo (President), Rick Lanman (Vice-President), Mondy Lariz, and Bill Leikam.

Staff Present: Stephanie Moreno, Executive Director; Carson Cox, Staff Consultant (via teleconference for a portion of the meeting).

1. Call to Order and Introductions
   The meeting was called to order by President Castillo.

2. Approval of Agenda
   a. ED Moreno stated there was an emergency item to be considered as an addition to the agenda, and indicated the Board must determine by a 2/3 vote that there is a need for immediate action in order to add the item to tonight’s agenda.

      Motion: Based upon the information contained within the “Notice of Immediate Action for an Item not on the Agenda”, the Board finds a need for immediate action that cannot wait until the next meeting on the following item: “Approval of Resolution Authorizing Santa Clara County Creeks Coalition to Make Application for Partnership Funds to Santa Clara Valley Water District for the Metcalf Ponds/Ogier Ponds Project under the Safe, Clean Water and Natural Flood Protection Program”. The item will be added to the agenda as Item 2B for discussion and possible approval. (Lanman/Lariz; 4-0-0)

      Motion: Approve the agenda as amended. (Lariz/Leikam; 4-0-0)

   b. Metcalf Ponds/Ogier Ponds Partnership Project Application: Richard McMurtry of the Santa Clara County Creeks Coalition (SCCCC) is requesting a resolution of support and a funding commitment for a partnership application to the Santa Clara Valley Water District for a project to be completed at the Metcalf Pond and Ogier Pond sites. The SCCCC has secured commitments of support from other potential partners, and is asking the GCRCD to fund approximately $8,000 for a topographic survey of Metcalf Ponds scheduled to be completed in Phase I of the project. After discussion, the Board decided the topographic survey should be completed as soon as possible due to anticipated weather changes in the next few weeks.

      Motion: Approval of a resolution authorizing Santa Clara County Creeks Coalition to make application for partnership funds to Santa Clara Valley Water District for the Metcalf
Ponds/Ogier Ponds Project under the Safe, Clean Water and Natural Flood Protection Program”. (Lariz/Leikam; 4-0-0)

Motion: Authorize the expenditure of up to $8,000 for the topographic study, either through the partnership agreement, or as an independent contract with Balance Hydrologics (the vendor chosen by the partnership, and authorize the ED to sign the contract. (Lariz/Leikam; 4-0-0).

3. Approval of Minutes for the September 10, 2014 Regular Meeting.

The Board did not take action on this item.

4. Public Comment Period

There were no public comments.

5. Financial Report

a. Budget and Expenditure Reports – ED Moreno reviewed copies of expenditures since the previous report.
b. Approval of Agreement with Comcast for Internet and Phone Service – The Board indicated the ED has authority to change phone/internet service from AT&T to Comcast, but would like the phone service reduced to a single line. Anticipated cost savings will be approximately $100/month.
c. 2013-14 Special Districts Financial Transactions Report – ED Moreno reported that this annual report had been submitted on time to the State Controller’s Office.
d. Proposed Contract Amendment to Scope of Services for Carson Cox – Consultant Cox indicated he has accepted a project that will take most of his time for the next few months, and will not have the ability to transition to a new scope of services with GCRCD. The proposed contract amendment is being withdrawn; the current contract is scheduled to expire in November.

6. Agency Reports

a. Natural Resources Conservation Service (NRCS) – District Conservationist Athena Pratt was unable to attend the meeting, but had provided a written update, which ED Moreno reviewed with the Board.
b. Santa Clara Valley Water District (SCVWD) – Environmental Planner Ryan Heacock is the new SCVWD representative who will be attending GCRCD meetings.

7. Projects and Programs

a. Review of projects and programs funding requests received from nonprofit organizations and public agencies; discussion regarding potential GCRCD programs and projects, including pond/stream restoration projects; and development of preliminary list of programs and projects to be funded from the FY 2014-15 project/program budget. – The Board reviewed the following projects. All grants will require additional approval by the Board of a written agreement with the grantee.

i. Veggielution Community Farm (VCF) – VCF has requested funding of up to $10,000 for an upgrade of the farm’s irrigation system that is used for row crops in 4.5 acres of fields. The Board reviewed the funding request letter from VCF, and VCF’s Executive Director Amie Frisch and Associate Director Mark Medeiros were present to answer questions regarding their funding request. The Board reaffirmed their
request to have recognition of the District’s contributions at the VCF farm and on the VCF website.

*Motion: Approve a funding request for the VCF irrigation project in an amount not to exceed $10,000 for the project, with the following conditions: up to $2,000 will be advanced for VCF to pay for up-front grant-writing and system design outside consulting services; VCF must apply for funding to NRCS and to the SCVWD, as a condition of further funding; GCRCD will grant the difference between the other two funding sources and the total amount, up to a maximum total project cost of $10,000; VCD to provide on-site recognition of the District’s contribution.*

ii. Santa Clara County Open Space Authority (SCCOSA) – SCCOSA has requested $3,000 to reimburse costs for an independent contractor to provide services associated with the design, supervision and installation of a pollinator hedgerow at the Coyote Valley Open Space Preserve.

*Motion: Approve a funding request to reimburse SCCOSA for the Coyote Valley Open Space Preserve Hedgerow Project in an amount not-to-exceed $3,000: SCCOSA must provide on-site recognition of the District’s contribution.*

(Lanman/Leikam; 4-0-0)

iii. Pathways for Wildlife – Continued until the November 10, 2014 meeting.

iv. Sustainable Agricultural Education (SAGE) – SAGE has requested funding to help establish a 10-acre demonstration farm at Ann Sobrato High School, located within the Morgan Hill Unified School District; a 1-acre dry farm/low water use specialty crop trial of tomatoes, melons, and winter squash in Coyote Valley; and a pilot riparian restoration project on the parcel of an interested land-owner along Fisher Creek. The Board indicated a willingness to only provide funding for the tasks associated with the high school 10-acre demonstration farm.

*Motion: Approve a funding request to reimburse SAGE for tasks directly related to the establishment of a 10-acre demonstration farm at Ann Sobrato High School in an amount not-to-exceed $5,000: SAGE must provide on-site recognition of the District’s contribution.*

(Lariz/Lanman; 4-0-0)

v. Friends of Los Gatos Creek and Friends of Guadalupe River (FLGC/FGR) – The groups have requested funding to continue essential clean-up work and public outreach on the Los Gatos Creek and the Guadalupe River. Although the specific clean-up areas are outside of District boundaries, the project provides a public benefit to District constituents by contributing to cleaner rivers and streams within GCRCD watersheds. ED Moreno indicated she will discuss grant authorization with LAFCO staff prior to expenditure of the funds to ensure they have no objections. The Board indicated a willingness to provide funding for grant-writing services, but wanted to have additional information regarding the equipment request.

*Motion: Approve a funding request for FLGC/FGR for grant-writing consulting services in an amount not-to-exceed $1,000, and request a representative attend the*
vi. Santa Clara County Parks (SCCP) – Santa Clara County Parks has requested funding up to $4,540 for improvements to their live Wildlife Educational Display, and the Western Pond Turtle and Reptile Habitat Enclosures at Hellyer Park Visitor Center. The Board indicated they would rather establish match funding for this request.

Motion: Approve a funding request in the amount of $1,600 to reimburse SCCP for the building of a Western Pond Turtle habitat enclosure, and to provide a 50% reimbursement match for any remaining funding secured by the SCCP for their habitat enclosures, up to a maximum of $1,470, for a not-to-exceed GCRCD cost of $3,070; SCCP to provide on-site recognition of the District’s contribution.

b. Update on the letter to the California Department of Fish and Wildlife regarding a request for a meeting to discuss the potential for expanding steelhead habitat in the Stevens-Permanente Creek watershed. – Consultant Cox gave an update on this issue. He recommended that since GCRCD drafted the letters in its capacity as fiscal agent for the grant received by the Permanente Creek Coalition from the Rose Foundation, and since the grant funding has since been returned to grantor, that GCRCD no longer needs to pursue this issue with CDFW. If the grant does become active again, he recommends there be a joint meeting of agency staff in the field to discuss the potential project.

c. Request for financial support for researchers’ field travel expenses related to an existing *Oncorhynchus Mykiss* PIT-tagging project on the Guadalupe River and Pond A8. – Continued to the November meeting.

8. **2014 Biennial Review of the Conflict of Interest Code** – Continued to the November meeting.

9. **2014 Board of Director Appointment Process** – Continued to the November meeting.

10. **Progress Update: Public Transparency and Accountability**

d. ED Moreno is working on making District improvement to provide greater public transparency and accountability, and is using the checklists provided by the Special District Leadership Foundation as part of their District Transparency Certificate of Excellence program.

11. **Director Reports** – No reports given.

12. **Staff Reports**

a. Executive Director – ED Moreno provided a brief summary of activities for the month.

b. Carson Cox, River Right Consulting – Covered under Items 5d and 7b.

13. **Adjourned until the November 2014 meeting.**