

**Tuolumne County Resource Conservation District
Board of Directors Meeting Agenda
December 16, 2015 - 5:30PM
TCRCD/NRCS Partnership Office: 77 N. Washington St. Sonora, CA 95370**

Our mission is to identify and meet the natural resource conservation needs of all the people of Tuolumne County and its future generations by providing leadership through educational, technical and financial support for valuable, voluntary services and programs that promote conservation and sustainable agriculture, while maintaining our county's rural heritage.

Call to Order

Roll Call: Stuart Crook, Stephen Dietrich, Kirk Ford, Missy Marino, Maiya Morrison, Jim Phelan, Jennifer Sorensen, Galen Weston

Public Comment

(5 minutes per item maximum) We would like to welcome the members of the public who have taken the time to bring their concerns to this meeting. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda.

Consent Calendar

Items on the Consent Calendar are considered to be routine and enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a member of the Board. An announcement shall be made after the Consent Calendar is read, and before action is taken on any item, that the public may address any item on said Consent Calendar.

1. Approval of Minutes for October 2015 Board Meeting.
2. Acceptance of Financial Report.
3. Acceptance of Program Update Report.

Business

1. Discussion and action related to Adopting and Implementing TCRCD Bidding Policies.
2. Discussion and action related to Group Health Insurance for District.

District Manager Update

NRCS Update

Correspondence and Announcements

Other Matters at the Discretion of the Chair

Adjournment

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact District Manager Lindsay Mattos at (209) 984-0500. Notification 48 hours prior to the meeting will enable the TCRCD to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35.104 ADA Title II).

Tuolumne County Resource Conservation District
DRAFT - Board of Directors Meeting Minutes
October 21, 2015 - 5:30PM
TCRCD/NRCS Partnership Office: 77 N. Washington St. Sonora, CA 95370

Our mission is to identify and meet the natural resource conservation needs of all the people of Tuolumne County and its future generations by providing leadership through educational, technical and financial support for valuable, voluntary services and programs that promote conservation and sustainable agriculture, while maintaining our county's rural heritage.

Call to Order 5:32pm

Roll Call: Stephen Dietrich, Kirk Ford, Maiya Morrison, Jim Phelan, Jennifer Sorensen, Galen Weston

Public Comment

(5 minutes per item maximum) We would like to welcome the members of the public who have taken the time to bring their concerns to this meeting. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda.

Business

1. Approval of Minutes for September 2015 Board Meeting. Motion by director Sorensen to approve the minutes, second by director Morrison, motion passed unanimously.
2. Acceptance of Financial Report. No report was presented to the board. Board discussed finances.
3. Discussion and action related to Resolution 01-2015: Adopting and Implementing Labor Compliance Provisions on Certain Public Works Contracts. Motion to approve Resolution 01-2015 by director Dietrich, second by director Phelan, motion passed unanimously.
4. Discussion related to report on California Association of Resource Conservation Districts Regional Meeting October 2, 2015. District manager gave a report on the meeting.
5. Discussion and action related to Update on Regional Water Conservation Program. Program manager gave a short report.
6. Discussion and action related to Update on Small Landowner Stewardship Program. Program manager gave a short report.
7. Discussion and action related to Drafting Stormwater Management Guidelines. Program manager presented the idea of drafting stormwater management guidelines to the board, board discussed the timing, will bring back for discussion in January.
8. Discussion and action related to Update on Caltrans Mitigation Parcels. Program manager gave short report.
9. Discussion and action related to T-S IRWMA Administration. No report.
10. Discussion and action related to Administration of Round 2 Grant Agreement 4600010592. District manager gave short report which included training provided by DWR staff.

District Managers Report. No report.

NRCS Update. No report.

Correspondence and Announcements

Other Matters at the Discretion of the Chair

Adjournment 6:37pm

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact District Manager Lindsay Mattos at (209) 984-0500. Notification 48 hours prior to the meeting will enable the TCRCD to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35.104 ADA Title II).

TCRCD Financial Report – December 2015

Current Balance: \$1371.29*

*Balance includes pending expenses not cleared with Auditor/Controller

TCRCD Invoices Submitted for Payment:

Round 2 Project #3: \$8,461.75

Round 2 Project #9: \$15,624.02

Total Reimbursement: \$24,085.77*

*Invoice has been approved by DWR Financial Assistance Branch and payment is being processed as of 12/9/15 with payment expected January 2016.

Year to Date Revenue: (As of October 31, 2015 cleared with Auditor/Controller)

Budget Category:	Account #:	Year to Date Total:
Income	483110	\$37,971.75

Total Revenue: \$37,971.75

Year to Date Liabilities: (As of October 31, 2015 cleared with Auditor/Controller)

Budget Category:	Account #:	Year to Date Total:
Payroll – Withholdings, FICA, SDI, Benefits	203210, 203500, 203600, 203700, 203945	\$5,093.75
Line of Credit (Tuolumne County)	205310	\$14,800.00

Total Liabilities: \$19,893.75

Year to Date Expenses: (As of October 31, 2015 paid & cleared with Auditor/Controller)

Budget Category:	Account #:	Year to Date Total:
Payroll	511110, 511150, 512120, 512410, 815	\$34,197.65
Communications	521310	\$317.50
Liability Insurance	521643	\$1,633.77
Office Expense	525110	\$1,287.81
Auditor/Controller	526124	\$107.25
Contract Services	526191	\$4,185.00
Advertising	527125	\$2,879.84
Rent/Leases	527310	\$545.00
Fees/Permits	528227	\$159.79
Educational Materials	528312	\$131.66
Trainings	529120	\$490.00
Utilities	529210	\$693.00
Equipment	529910	\$686.82
Interest – Borrowing	598420	\$44.90

Total Expenses: \$47,359.99

December 11, 2015

To: TCRCD Board of Directors

From: Stephanie Suess, Program Manager

RE: Program Update

Regional Water Conservation Program

Staff has been working with the Tuolumne River Trust and Calaveras County Water District to determine respective work plans for the program. This includes MOU's, Partnership Agreements, scope of work for subcontracts with associated budget, as well as the use of Americorps volunteers. Much of this should be ready for finalization in January 2016.

Small Landowner Stewardship Program

Staff submitted a \$40,731.48 grant request to National Fish and Wildlife Foundation to go towards the \$96,700 match requirement of this \$240,000 program.

During the CARCD Annual Conference, staff attended presentations and “networked” with other RCD's and agencies involved with similar stewardship programs. There is much follow-up to be done with these groups after the first of the year.

For our November window display, we did a “tribute” to the *2015 International Year of Soils*. It was well received and noted by our District Conservationist.



Tuolumne County Resource Conservation District
Bidding Policies
(Construction Project Related)

Approved XXXX

The Tuolumne County Resource Conservation District (TCRCD) will consider contractors “qualified” bids if they meet all of the following general requirements:

1. Holds a valid license from the State of California for the work to be undertaken;
2. Has past experience in similar work and activities work and activities as determined by the TCRCD Board; and,
3. Has completed and submitted all information required by the District.

The TCRCD shall maintain and update, annually, a list of qualified contractors interested in receiving notice for projects of a particular type.

For projects equal to or less than \$10,000 (ten thousand dollars) bid acquisition, negotiation and selection of contractors and contracting can be performed by the TCRCD’s District Manager or Program Manager. The District Manager or Program Manager will have the authority to enter into a contract on behalf of the District.

For projects greater than \$10,000 (ten thousand dollars) and less than or equal to \$100,000 (one hundred thousand dollars) will undergo an informal bidding process. At a minimum, this process will:

1. Provide notice, to a pool of qualified contractors who have expressed interest in receiving notice of a particular type of project;
2. Notice shall be provided to contractors no less than 10 calendar days prior to the date of selection;
3. Notice shall be describe the project in general terms and how to obtain more detailed information and will establish the time and place for the submission of bids;
4. Selection of a contractor will be made by the TCRCD Board of Directors in a public forum;
5. The contract shall be awarded to the lowest responsive responsible bidder.

For contracts greater than \$100,000 (one hundred thousand dollars) the TCRCD will enter into a formal bidding process. This process will follow those requirements outlined in Chapters 1-9, Part 1 of Division 2 of the California Public Contract Code in addition to §22037 and §22038 as modified below:

Publication of notice inviting formal bids. The notice shall be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the District; or, if there is no newspaper printed and published

within the District, in a newspaper of general circulation which is circulated within the District, publication shall be by posting the notice in at least three (3) places within the District as have been designated by ordinance or resolution of the District. The notice shall state the time and place for the receiving and opening of sealed bids. The notice shall also be mailed to all construction trade journals specified in California Public Contract Code §22036, as amended. The notice shall be mailed at least 15 calendar days before the date of opening the bids. In addition to notice required herein, the District may give such other notice as it deems proper.

Rejection of bids: Options on rejection and when no bids are received. In its discretion, the District may reject any bids presented. If the District determines that rejection of all bids is appropriate, the District shall furnish a written notice to the apparent low bidder at the time the determination is made. The notice shall inform the bidder of the District's intent to reject the bid and shall be mailed at least two (2) business days prior to the hearing at which the District intends to reject the bid. If after the first invitation of bids all bids are rejected, the District shall have the option of the following: (1) abandoning the project; (2) re-advertising for bids in the manner described herein; or, (3) by passage of a resolution by a four-fifths vote of the Board of Directors declare that the project can be performed more economically by the employees of the District.

If a contract is awarded, it shall be awarded to the lowest responsive, responsible bidder. If two or more bids are the same and the lowest, the District may accept the one it chooses.

If no bids are received through the formal procedure, the project may be performed by the employees of the District, by force account or negotiated contract, without complying with this policy.

EMERGENCY REPAIRS

In case of emergency, when repair or replacements are necessary, the TCRCB Board of Directors may elect to proceed at once to replace or repair a facility without adopting plans, specifications, working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of TCRCB, by contractor or by combination of the two. In case of an emergency, if notice for bids to let contracts will not be given, the public agency shall comply with Chapter 2.5 (commencing with §22050) of the California Public Contracting Code.

December 11, 2015

To: TCRCB Board of Directors

From: Lindsay Mattos, District Manager

RE: Consideration of Small Group Insurance for TCRCB

Staff would like the Board to consider setting up a Small Group Health Insurance Plan for the district. The primary reason for this request is the difference in choices offered in the provider networks between the small group plans vs. the individual health insurance plans. The individual plans have a network approximately 50% the size of the small group network (eg. Stanford is not a provider, Anthem Individual has no access to the Sutter Health Network, and Blue Shield has limited access to the UC Network).

The cost to the district to provide the proposed health insurance would be \$1,385.76 to set up the plan with employees being responsible for payment of their insurance after setup. No additional costs to the district are foreseen. Employees would pay for their insurance through the district's plan utilizing the stipends which are provided, any additional cost for insurance would be paid for by the employee.

A rate comparison is attached for additional information.

Tuolumne Country Resource Conservation District
 Health Insurance Comparison
Current Plans vs Blue Shield Group Health Insurance

Employee First Name	Age	Coverage Type	Current Plan	EE + Dep Premium	Total Premium	Blue Shield Group Insurance Plan	EE + Dep Premium	Total Premium	Premium Difference Blue Shield vs Current
Lindsey	27	EE + Spouse	Anthem Blue Cross Core Direct Access CACF	\$449.00	\$449.00	Blue Shield Bronze 3500/60	\$268.34	\$565.10	\$116.10
	31						\$296.76		
Stephanie	54	EE + CH	Anthem Gold 1000/20%/4000	\$873.58	\$1,133.40	Blue Shield Silver 1700/40	\$632.53	\$820.66	-\$312.74
	18			\$259.82			\$188.13		
			Total	\$1,582.40	\$1,582.40	Total	\$1,385.76	\$1,385.76	-\$196.64