

**Tuolumne County Resource Conservation District
Board of Directors Meeting Agenda
January 18th, 2017 - 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.

Business

1. Presentation on Augmented Reality Sandbox by Watershed Conservation Technician.
2. Discussion and action related to Approval of Minutes for December 2016 SPECIAL Board Meeting.
3. Discussion and action related to Capacity Building Workshop Assessment.
4. Discussion and action related to January 2017 Financial Report.
5. Discussion and action related to Election of Officer for Board of Directors.
6. Discussion related to Updating District Policies.
7. Discussion and action related to NRCS Forestry Cooperative Agreement.
8. Discussion and action related to TCRCD Grant Program Updates:
 - a. Landowner Stewardship Program
 - b. Water Conservation Program
9. Discussion and action related to T-S IRWMA Administration.

District Manager Update

NRCS Update

Correspondence and Announcements

Other Matters at the Discretion of the Chair

Closed Session: Government Code 54954.5(e) Closed Session: District Manager Mid-Year Review.

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
SPECIAL Board of Directors Meeting Minutes
December 6, 2016 – 12pm
TCRCD/NRCS Partnership Office: 77 N. Washington St. Sonora, CA 95370**

Call to Order: 12:15pm

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

Public Comment: None.

Business

10. Approval of Minutes for November 2016 Board Meeting. Motion to approve the minutes by director Phelan, second by director Dietrich, motion passed unanimously.
11. Discussion and action related to Capacity Building Workshop with Solid Ground Consulting. Workshop assessment attached.

District Manager Update: None.

NRCS Update: None.

Correspondence and Announcements

Other Matters at the Discretion of the Chair

Adjournment: 5:00pm

Tuolumne County Resource Conservation District

Retreat Summary

Organizational Assessment Retreat

December 6, 2016

Introduction

On December 6, 2016, the staff and Board of Directors of the Tuolumne County Resource Conservation District gathered at its office in Sonora, CA for a discussion of the RCD's recent organizational assessment, sponsored by the California Association of Resource Conservation Districts as part of its 2015-2017 capacity building project.

This retreat, facilitated by Amy Stork of Solid Ground Consulting, built upon the assessment conducted in October and November of 2016.

Executive Summary

The retreat offered an opportunity for directors and staff to discuss key issues. The retreat had several important outcomes:

- **Grant management.** Directors and staff discussed potential risks currently associated with administering the IRWM grants, and the degree to which directors should be informed and/or engaged in keeping the partnerships on track. Several new reporting mechanisms were decided on.
- **Strategic planning.** The RCD would benefit from a strategic plan. The directors intend to apply for Department of Conservation funds for the purpose of creating a plan.
- **Attention to board recruitment.** Engaging new directors is critical. The board set out some initial steps toward bringing in new directors.
- **Leveraging opportunities.** The group discussed how current IRWM project work and contact with the public can be leveraged to get more exposure for the RCD and its other programs.

RCD Opportunities

Most board members were unable to attend the start of the retreat. An initial conversation was held about some of the opportunities available to the RCD. Ideas included:

Programmatic

- Tree mortality – helping smaller landowners.
 - ◆ Also active on this issue - County, USFS, Utilities
 - ◆ Matching funds needed to apply for grants
- SNC relationship and the JPA with other RCDs
- Department of Conservation – funding to develop partnerships
- Irrigated lands/ponds

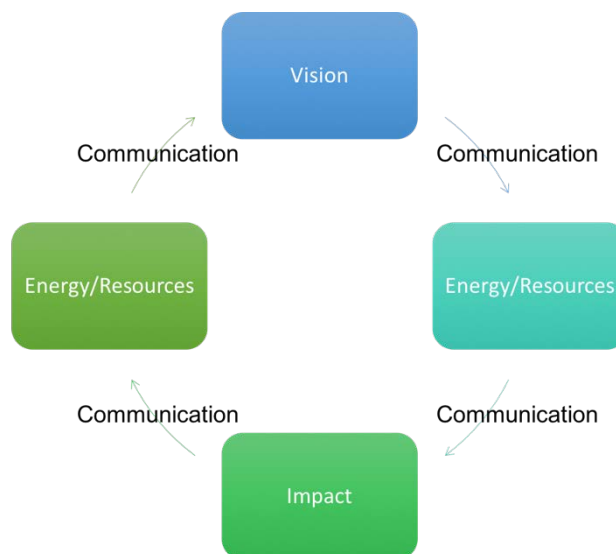
- ◆ Staff training needed
- Water conservation trainings and toilet vouchers – give the RCD access to the public

Communications

The group then discussed how to leverage its water conservation work to gain more exposure for the RCD, for example through:

- PSAs
- “One sheet” on RCD’s work
- Storefront of office
- Event announcements
- The water wise trailer as a billboard
- Network with other organizations
- Visitor’s bureau

The group identified interlocking issues related to the RCD’s need for more resources in order to create more impact. Amy illustrated the “energy cycle” of a community organization using this graphic.



For the RCD to create more impact, it has to communicate about its current impact, generate new energy (e.g. new directors) and resources (e.g. new grants), and have a clear vision for what it wants to accomplish.

Grant Management

Once several more directors arrived, the group discussed the grant management concerns brought up in the assessment report.

The group first discussed the risks that the organization might be facing. The limited information available means that the risk is not clear. There are also several factors to balance. On one hand, if the RCD is not getting invoices in on time due to some partners delaying the process, there is a risk that the resulting cash flow issues will damage relationships with the other partners. On the other hand, coming down too hard on a partner for not getting invoices



in on time, could damage those relationships. The departure of a partner would leave the RCD on the hook for either delivering the services outlined in the grant, or forfeiting the associated funds.

Lindsay described the complexities of the grant, the process for invoicing, and current approach to date to bringing non-compliant partners back on track.

The directors discussed how they could support the district manager to assess the risk and address it earlier. Topics included:

- Directors discussed not really knowing how significant the risk is at this time, given that all partners weren't interviewed during the process.
- Directors wondered how they might be more engaged in oversight, without getting into the details of invoices that run to hundreds of pages.
- Amy suggested for discussion the idea of a report or update on the grants and invoices that could be presented to directors and grant partners. Examples could look like:

Invoices past due	1-30 days	30-60 days	60-90 days	90+ days	Notes
Partner 1				x	5 written communications 2 verbal communications
Partner 2	x				
Partner 3		x			2 written communications 1 verbal communications
Partner 4			x		3 written communications 2 verbal communications

Invoice Process Update	Invoice received from partner	Invoice to DWR	Payment received DWR	Payment sent to partners
Partner 1	1/17/16	3/2/16	5/25/16	5/25/16
Partner 2	1/2/16			
Partner 3	2/7/16			
Partner 4	3/1/16			



- The group also discussed conducting an electronic survey to evaluate the IRWM program to date. The survey results could be reported out to all partners, or used to inform TCRCO about the perspectives of the partners. This addresses the idea that the RCD currently has limited information about the issue of invoicing and how serious the cash flow delays are for partners.

Strategic Planning

The group discussed the need to begin planning for the end of the IRWM funding in 2018. Directors discussed how staffing might evolve and whether grant management should stay with the district manager.

The group also discussed moving to Tier 1 status in the Department of Conservation system. The biggest unknown is whether the audit that is done annually through the county is satisfactory to the state. Lindsay will confirm whether it is.

The group identified the important components of a strategic plan for the RCD. The ideas included:

- Board succession
- Public recognition
- Income
- Staffing
- Programs – how to assist people
- RCD role in collaboratives – leadership vs support roles
- Maintaining the RCD’s non-regulatory, non-political, broad niche of providing technical support, financial assistance, education and outreach
- Natural resource focus areas

Retreat participants then talked about who might be engaged in the creation of a strategic plan. Suggestions included:

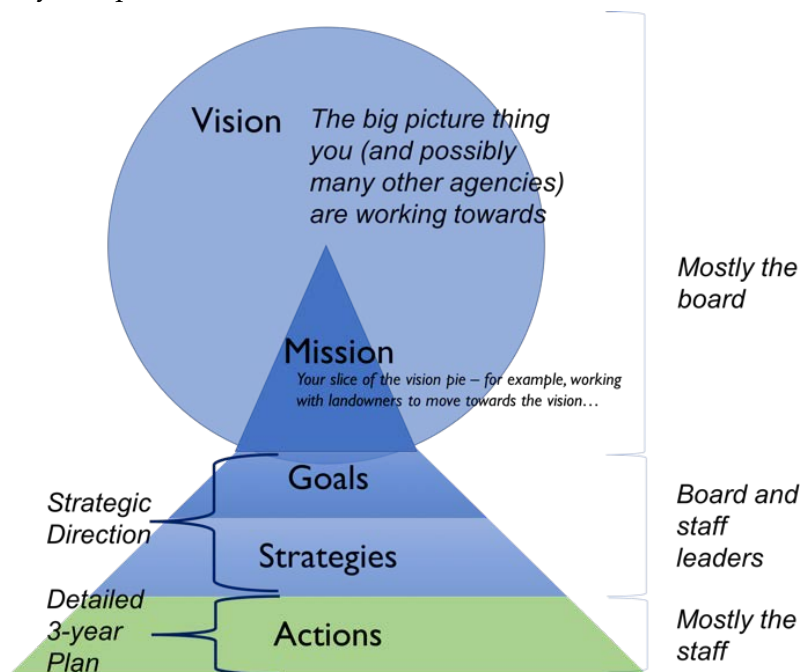
- General public
 - ◆ “My Motherlode” questionnaire
 - ◆ Water trailer
 - ◆ People attending presentations
 - ◆ Attach survey to handouts
 - ◆ Website



- Community leaders
 - ◆ Board of supervisors
 - ◆ Farm bureau
 - ◆ Lions, service clubs
 - ◆ Tribes?
- Partners
- NRCS users/producers
- Other organizations with overlap
- Board and staff

The group agreed to hiring a facilitator to help with the planning process. The timing for a strategic planning effort depends on funding. The capacity building funds from Department of Conservation are a possibility. Lindsay will look into the availability.

A participant asked Amy to describe a typical strategic plan. She used the graphic shown here to illustrate the key components.



The group discussed whether a strategic plan should be organized by natural resource issues or by organizational strategies. Both are viable ways to approach planning. Amy talked about using a strategic plan to match organizational capacity/position with opportunities, to help the organization be prepared to assist in a variety of natural resource arenas.



Board Development

Participants discussed the RCD's needs for board development—in particular, recruiting new directors to succeed both founding members and those planning to depart soon. The board discussed some of the difficulties of filling a larger board, including generational issues (busy younger people), size of the local population, different attitudes about resource conservation, and that the people who are most likely to serve are often overcommitted or have conflicts of interest.

Some of the ideas for generating new board energy included:

- Reducing the number of board seats (would require LAFCO approval)
- “Wooing” new directors by approaching them, being very targeted, and describing why the RCD is an exciting volunteer opportunity

Some ideas for targeted recruitment included:

- People who support the mission and vision
- People who are enthusiastic
- People who are not controversial and don't have conflicts of interest
- Younger people
- Property owners
- People with legal or financial background
- People with grant agreement or natural resource agency experience

Amy introduced the idea of seeking people from certain categories, for example small business owners, or educators.

For the January board meeting, each director will bring four names of potential new directors and one “category” from which to seek potential directors. Directors will also bring names of those who have previously been approached. Directors will each approach one or more prospects in January/February.

Summary of Action Items/Next Steps

The retreat ended with a review of the decisions and next steps, as well as a round of appreciations. Key next steps:

- RCD staff will identify ways to tie RCD information to water efficiency outreach.
- Lindsay will create a “dashboard” to help keep the board/partners informed about the IRWM grant process.
- Lindsay will look into the need for an independent audit.



- The RCD will likely pursue D.O.C. funding for strategic planning.
- Directors will bring the names of four potential new directors/associate directors to the January meeting, and each director will make at least one ask of a potential new director by March 1.

Amy discussed the follow up from the retreat. In addition to this retreat summary, Solid Ground will provide resources and examples to help the RCD, and is available to consult on any questions the directors or staff may have.

Retreat attendees

Directors

Stephen Dietrich
Kirk Ford
Maiya Morrison
Jim Phelan
Jennifer Sorensen

Staff

Lindsay Mattos
Stephanie Suess

Directors not present

Stuart Crook
Missy Marino
Galen Weston



T-S IRWMA Administration		Facilitation Contract Budget:		TCRCD Budget:	IRWM Invoicing:	Invoice #Q1	Invoice #Q2
Fee for Service Administration, contract with T-S IRWMA		Hours:	Rate:	Cost:	Facilitation	\$3,417.75	\$5,985.00
\$ 53,070.00				\$23,854.50	Administration	\$11,060.00	\$3,580.50
(2016-2017 Contract Budget)				\$ 29,215.50	Grant Admin	\$490.00	\$840.00
					Total Invoice:	\$14,967.75	\$10,405.50

Landowner Stewardship Program
**Funded through IRWM Round 2 Contract, Project #3*

	Project Budget	Funding Match	Invoice #1	Invoice #2	Match to Date	% Complete	Funds Remaining
Project Administration	\$28,458.28	\$0.00	\$9,939.54	\$6,505.63	\$9,520.00	91.24%	\$12,013.11
Planning	\$44,526.92	\$20,960.00	\$10,387.89	\$15,474.58	\$8,110.82	51.88%	\$18,664.45
Implementation	\$166,358.64	\$75,810.00	\$5,074.32	\$24,416.14	\$1,442.47	12.77%	\$136,868.18
Round 2 Contract:	\$239,343.84	\$96,770.00	Total: \$25,401.75	\$46,396.35	\$19,073.29		\$167,545.74

(DWR Contract through 2018) **Submitted, payment pending*
***Invoice #3 being drafted, to be submitted to DWR February 10th.*

NRCS Cooperative Agreement (Used as Matching Funds)

Administration	\$2,000.00	
Planning	\$1,950.00	\$1,400.00
Implementation	\$21,050.00	\$11,110.00
NRCS Contract:	\$25,000.00	\$12,510.00

**Closing invoice being drafted, to be submitted by January 25th.*
 (Contract through December 2016)

Round 2 IRWM Grant Contract Administration

	Project Budget	Funding Match	Invoice #1	Invoice #2	Match to Date	% Complete	Funds Remaining
Project Administration	\$218,100.00	\$24,170.00	\$30,954.02	\$22,588.64	\$24,170.00	32.08%	\$164,557.34

**Funded through IRWM Rnd 2 Contract, Project #9*
**Submitted, payment pending*
***Invoice #3 being drafted, to be submitted to DWR February 10th.*

Regional Water Conservation Program
**Funded through IRWM Drought Contract, Project #2*

	Project Budget	Funding Match	Invoice #1	Invoice #2	Match to Date	% Complete	Funds Remaining
Project Administration	\$247,560.00	\$11,520.00	1758.01	5605.3	1826.12	3.55%	\$240,196.69
Planning/Design/Env'l Documentation	\$100,566.00	\$8,960.00		387.94	195.82	0.53%	\$100,178.06
Construction/Implementation	\$2,969,220.00	\$402,957.00	60286.11	12837.42	17704.75	2.69%	\$2,896,096.47
Drought Contract:	\$3,317,346.00	\$423,437.00	Total: 62044.12	18830.66	19726.69		\$3,236,471.22

**Invoice #3 being drafted, to be submitted January 20th.*

Sub Contracts: (Contract through December 2018)

Tuolumne River Trust Partnership

Administration	\$24,000.00	<i>*No invoicing to date</i>
Planning	\$20,000.00	
Implementation	\$91,000.00	
TRT Sub Contract:	\$135,000.00	

Amador Tuolumne Community Action Agency

Implementation		<i>*No invoicing to date</i>
Installers	\$418,446.00	
Materials	\$329,184.00	
Mobilization/De-Mob	\$34,944.00	
ATCAA Sub Contract:	\$782,574.00	

Sierra Watershed Progressive

Implementation	\$73,220.00	
SWP Sub Contract:	\$73,220.00	

January 13, 2017

To: Board of Directors
Tuolumne County Resource Conservation District

From: Carolyn Lanza
AmeriCorps Watershed Technician

Re: January 21, 2017 Staff Report

Staff attended "Dinner with a Scientist" on December, 9th at Columbia College with the TCRCD sandbox. Twenty students responded well for increasing their knowledge on healthy watersheds. Teachers from all over the county were excited about the sandbox and wanted the sandbox presentation to come to their school. The TRT has set up watershed education presentations with 5 schools in the upcoming month.

Staff attended the Farmory on December 14th with the rain simulator. The rain simulator was well received and we plan to continue making appearances at the Farmory.

On January 10th, TCRCD staff presented the Enviroscape to the Sonora Cloverleafs 4-H club. Sixteen students and six adults responded well for increasing their understanding knowledge on watersheds and stormwater pollution. TRT presented the TCRCD sandbox to the Groveland Highlanders 4-H club on the same night. Seventeen students and eight adults responded well for increasing their knowledge on healthy watersheds.

Stream Team had its first successful monitoring day on January 6th. Eighteen sites are being monitored for dissolved oxygen, conductivity, turbidity, temperature, and pH. Students from Columbia College will be volunteering with the TCRCD to continue stream monitoring and education on a healthy watershed.

TCRCD will be hosting Wild and Scenic Film Festival on May 6th at Indigeny Orchard. A social hour will be from 7:30-8:30pm. The trailer, rain simulator, and sandbox will be on display during the social hour. The film will be from 8:30-10pm.

Events:

Stream Team Volunteer Training February 4th, at TCRCD office

Home and Garden Show, April 8th and 9th, at Fairgrounds

Wild and Scenic Film Festival, May 6th at Indigeny Orchard

**Tuolumne County Resource Conservation District
Program Update: George Croft**

Submitted by: George Croft, Program Technician
January 18th 2017

Since the October TCRCDD Board of Directors meeting, the district completed improvements to the Mobile Water Learning Lab which are meant to make the trailer more interactive as well as to extend its operational lifespan. The district also attended the Localizing California Water conference, during which the Mobile Water Learning Lab was on display. The district then began gathering data and material to create educational videos which could be added to the trailer and the new RCD website that is currently in development.

On December 14th the district attended the Farmery in Columbia with the Rainwater Simulator, during which several people approached and showed interest in implementing best practices and left contact information so that they could participate in any future rebate programs that the district may begin. The district has also designed several rebate programs including rebates for rainwater catchment systems, low flow toilets, low flow shower heads, and low flow pre rinse sprayers. Several entities have already shown interest in these programs, and it has been calculated that there are 182,000 gallons of water savings over a two year period immediately ready for rebate application. The district has also been provided two low flow pre rinse sprayers at no cost, which were in turn given to El Jardin Restaurant in downtown to use for a trial period of one week after which the restaurant staff will provide the RCD with feedback on their operational satisfaction with each sprayer. The sprayer with the highest recommendation will be implemented in the proposed program. There are currently 5 confirmed requests for nozzles with 8 additional nozzles awaiting management approval. This would be an additional 182,000 totaling 364,000 gallons of saved water on day 1 of program operation.

Upcoming Events:

- March 22 STEM Expo
- April 8-9 Home and Garden Show

The district is discussing several other events that the Mobile water learning lab will attend with other groups and agencies. Official dates have not yet been scheduled.