

Tuolumne County Resource Conservation District
Board of Directors Meeting Agenda
March 16, 2016 – 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 February 2016 Board Meeting and March 7th 2016 Special Board Meeting.
2. Acceptance of Financial Report.
3. Acceptance of Program Update Report.

Business

1. Discussion and action related to proposed Amendment to the TCRCD Bidding Policies.
2. Discussion and action related to proposed NRCS Cooperative Agreement for Forestry Support.
3. Discussion and action related to planning questionnaire from Central Sierra CARCD Region for Spring Meeting.
4. Discussion related to Update on Stream Team Water Quality Monitoring Program.

Strategic Planning Session of the Board of Directors

(Continued from February Board Meeting.)

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
Special Board of Directors Meeting Minutes
February 17, 2016 - 4:30PM
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 4:35pm

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

Public Comment – No public comment.

Consent Calendar

1. Approval of Minutes for January 2016 Board Meeting.
2. Acceptance of Financial Report.
3. Acceptance of Program Update Report.

Motion to approve the consent made by director Morrison, second by director Phelan, motion passes unanimously.

Business

1. Discussion and action related to Sierra Coordinated Resource Management Council Watershed Improvement Program (WIP) Private Lands Assessment. Motion to participate made by director Phelan, second by director Sorensen, motion passes unanimously.
2. Discussion and action related to updating the Tuolumne County Resource Conservation District Logo. Discussion by board, motion to adopt the new logo as presented by director Marino, second by director Morrison, motion passes unanimously.

Strategic Planning Session of the Board of Directors – Board working on updating the district's strategic plan, will continue working on plan at regular March board meeting.

District Manager Update - No report.

NRCS Update – No report.

Correspondence and Announcements

Other Matters at the Discretion of the Chair

Adjournment 6:00pm

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
March 7, 2016 – 4:30pm
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 4:43pm

Roll Call: Kirk Ford, Missy Marino, Maiya Morrison, Jim Phelan, Galen Weston (Proxy provided to Kirk Ford)

Public Comment – No public comment.

Business

1. Discussion and action related to Resolution 2016-001 Notice of Exemption for Tuolumne River Trust's Tuolumne-Stanislaus Watershed Outreach and Stewardship Project. Presented by Program Manager Stephanie Sues, motion to adopt resolution 2016-001 made by director Phelan, second by director Morrison, motion passes unanimously.

Other Matters at the Discretion of the Chair

Adjournment 4:45pm

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:

March 16, 2016

Current Balance: \$ 11,056.29

**Balance includes pending expenses not cleared with Auditor/Controller, transactions cleared through Jan 2016.*

TCRCD Grant Invoices Submitted for Payment:

Round 2 Project #3	\$	8,461.75
Round 2 Project #9	\$	15,624.02
Drought Project #2	\$	40,949.12
Total Reimbursement Requested:	\$	<u>65,034.89</u>

***All Invoices have been approved, District is awaiting payment.*

Budget Category	Account #	Year to Date Total
Year to Date Revenue: (As cleared with Auditor/Controller)		
Income	483110	\$ 37,979.45
Total Revenue:		\$ <u>37,979.45</u>

Year to Date Liabilities (As cleared with Auditor/Controller)		
Payroll – Withholdings, FICA, SDI, Benefits	203210, 203500, 203600, 203700, 203945	\$ 2,627.62
Sales Tax Payable	202200	\$ -
Line of Credit (Tuolumne County)	205310	\$ 59,900.00
Total Liabilities:		\$ <u>62,527.62</u>

Year to Date Expenses (As cleared with Auditor/Controller)		
Payroll	511110, 511150, 512120, 512410, 815	\$ 66,680.77
Communications	521310	\$ 525.49
Liability Insurance	521643	\$ 3,021.48
Health Insurance	521643	\$ 1,387.71
Office Expense	525110	\$ 2,234.95
Auditor/Controller	526124	\$ 223.00
Contract Services	526191	\$ 6,475.50
Advertising	527125	\$ 2,879.84
Rent/Leases	527310	\$ 3,707.00
Fees/Permits	528227	\$ 169.84
Educational Materials	528312	\$ 131.66
Trainings	529120	\$ 490.00
Utilities	529210	\$ 1,145.21
Equipment	529910	\$ 686.82
Interest – Borrowing	598420	\$ 94.50
Total Expense:		\$ <u>89,853.77</u>

March 16, 2016

To: TCRCB Board of Directors

From: Lindsay Mattos and Stephanie Suess, District Staff

RE: Program Update

Regional Water Conservation Program

Staff continues to work on a workshop schedule for 2016 and is in the process of confirming dates and speakers. In addition to the workshops which are being planned the district will be helping to sponsor and plan the 2016 Eco Summit.

Under the water conservation program, the construction of the Mobile W.A.T.E.R. Learning lab is on track to be ready for the 2016 Home and Garden Show; the acronym being Working Alternative Toward Efficient Resource Use.

The district will be meeting with the "Calaveras Conserves" coalition on March 25 for a "meet and greet" and discussion of the best way to determine how the water conservation program could be implemented.

Invoice #1 has been accepted and is being processed by DWR.

Small Landowner Stewardship Program

Staff continues to work on the plans for the first demonstration site for the small landowner program, as well as planning workshops for this spring and summer. The Mobile W.A.T.E.R Learning lab is being outfitted with educational displays under this program as well.

Round 2 Grant Administration

The Round 2 Grant Invoice #1 is continued to be held up, but staff is hoping that the remaining issues have been resolved. The amendment has been accepted for all, but two projects and staff is working to gather the remaining issues.

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

Adopted: December 16th, 2016

Amended: March 16th, 2016

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 describing 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.

Sole-source purchasing is authorized with advance approval from the District Manager, provided that the purchase of such sole-sourced item(s) will provide a longer service life, reduce the need for extensive parts inventory, reduce maintenance or servicing costs, provide a higher level of service, will reduce down time for equipment or are the only vendor offering the needed equipment and/or services.

EMERGENCY REPAIRS

In case of emergency, when repair or replacements are necessary, the TCRCD 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 TCRCD, 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.