

**Minutes of the Board Meeting
INLAND EMPIRE RESOURCE CONSERVATION DISTRICT**

25864 Business Center Drive, Suite K

Redlands CA 92374

909-799-7407

June 8th, 2016

Directors Present: President Paul Williams; Vice-President Cheryl Avent; Secretary-Treasurer Tim Johnson; Director Alison Mathisen; Associate Director Jim Harrington; Associate Director Rick Gomez

Directors Absent: Director Terrie Andrews; Director Jim Earsom

Staff Present: District Manager Mandy Parkes; Project Manager Susie Kirschner; Conservation Educator Alma Eichman; Conservation Educator Shari Tindall

Members of the Public: NRCS District Conservationist Kim Lary; Chino Basin Water Conservation District Executive Director Eunice Ulloa and Deputy District Director Vivian Castro

I. CALL TO ORDER

The meeting was called to order by President Paul Williams at 11:50 AM

II. PUBLIC INPUT

There was no public input

III. CONSENT CALENDAR

The motion to approve the consent calendar was provided by Director Alison Mathisen with a second by Secretary-Treasurer Tim Johnson.

Andrews	Absent	Avent	Aye
Buller	Aye	Earsom	Absent
Johnson	Aye	Mathisen	Aye
Williams	Aye		

IV. GENERAL DISCUSSION FOR THE GOOD OF THE DISTRICT

1. Chino Basin Water Conservation District MOU

In light of IERCD meeting attendance by Chino Basin Water Conservation District staffers Eunice Ulloa and Vivian Castro, President Williams proposed moving the discussion item regarding the pending IERCD-CBWCD Memorandum of Understanding to immediately follow the consent calendar. Once introduced, Ms. Ulloa and Ms. Castro thanked the board for hosting them at the meeting, and distributed a handout demonstrating IERCD-CBWCD partnership history, potential future collaboration, and mutual benefit to both agencies and service-area residents of working together.

Ms. Castro began the presentation by noting that CBWCD has been working with the San Bernardino County Local Agency Formation Commission (LAFCO) on establishment of an updated CBWCD sphere of influence, and on analysis of water conservation district services, both those provided currently and those with the potential to be provided through collaboration with partners. Part of the process of vetting the potential to increase scope and reach of CBWCD has included reaching out to potential partners which included engaging with the IERCD as well as an estimated thirty-six additional entities with some area of mission overlap, to vet ability to collaborate on water conservation-focused work. Ms. Castro reported that meetings with the IERCD has been extremely productive, which was not the case for all potential partner meetings. Secretary-Treasurer Tim Johnson inquired about specific partners such as the City of Rancho Cucamonga and the Cucamonga Valley Water District, to which Ms. Ulloa noted that both of those entities have extremely strong programs but retained interest in collaborating with CBWCD, primarily on water conservation district provision of landscaping design services for their residents and ratepayers.

Vice-Chair Cheryl Avent inquired about LAFCO opinion on the updated CBWCD sphere of influence. Ms. Ulloa replied that there were three options identified for sphere updating, of which LAFCO executive office Kathleen Rollings-McDonald recommended a sphere contiguous with the Inland Empire Utilities Agency. This recommendation is consistent with LAFCO opinion that CBWCD is very effective at delivery of the message of water conservation, but that it needs to be expanded to a larger audience, something that will be possible through extension of services via advancement of relationships with entities similar missions and objectives. Ms. Ulloa further commented that this identified need is the foundation for the draft Memorandum of Understanding prepared between IERCD and CBWCD staff, and being presented to the IERCD board for comments and consideration.

Ms. Castro resumed overview of the pending MOU, including proposed collaboration examples consisting of CBWCD hosting a part-time IERCD education employee at their Montclair facility; IERCD support of in-progress CBWCD facility field trips through performance of companion classroom programming; and working together on multiple forms of target education and outreach on topics consistent between both agencies. She also noted that the next steps for the MOU include CBWCD board vetting of the draft version, then consideration of the final version by both boards at the next available opportunity.

Ms. Ulloa and Ms. Castro left the meeting at 12:35 PM

V. REPORTS

1. BB&K Billings Report

Ms. Parkes noted that the BB&K Billings Report would need to be distributed after the meeting due to very late receipt of their bill relative to the IERCD board packet distribution. Vice-Chair Cheryl Avent noted that she occasionally wonders if it would be more cost-effective to consider an in-house attorney rather than going through a large firm like BB&K. Secretary-Treasurer Johnson responded that a large firm enables access to many attorneys with a spectrum of specialties, and District Manager Parkes noted that BB&K provides services at a reasonable cost relative to the volume and timeline of work IERCD requests from them. Directors agreed BB&K are an excellent value to the District in terms of actual cost but also in terms of risk management.

2. NRCS Report
District Manager Mandy Parkes presented NRCS District Conservationist Kim Lary with a card and IERCD board acknowledgement of her acceptance of a position at the Riverside Area office, requiring her movement from the IERCD Redlands office after six years of service.
3. Staff Reports
President Williams commented that he appreciated all the informative, well-written reports produced each month by the IERCD staff.
4. SAWA Update
There was no additional discussion on the SAWA update.
5. CARCD Conference Committee Update
Project Manager Susie Kirschner provided an update on collaboration with CARCD on 2016 Conference Planning, including release of Request For Proposals and timeline for finalization of the Conference Sponsorship Packet and Letter.

VI. OLD/NEW BUSINESS

1. Discussion and Possible Approval of IERCD's 2016-17 Fiscal Year Budget

Ms. Parkes introduced the attachments to the item, and Vice-Chair Avent noted that she was incredibly appreciative of the ease in which the documents could be reviewed due to the organization and thoroughness of the attachment. Ms. Parkes responded that much of that was due to assistance and oversight from the Budget Committee and in particular Associate Director Jim Harrington.

Ms. Parkes provided highlights of the 2016-17 budget proposal for the board, which included \$20,000 slated for provision to the California Association of RCDs for ongoing support of resource conservation districts statewide. Secretary-Treasurer Johnson noted his level of discomfort with another annual provision of significant funding, given the number of years that IERCD has disproportionately supported this effort. President Williams responded that this effort is critical to uplift RCDs statewide, and that such an action will directly benefit IERCD in terms of elevated ability for facilitation of statewide on-the-ground projects. District Manager Parkes further commented that many benefits have already resulted from this work, including increased recognition of RCDs throughout the state, elevated participation of legislators in annual CARCD conferences, and inclusion of RCDs into grant program language.

Ultimately, President Williams proposed setting aside a specific amount for CARCD support, to be provided contingent on matched support from other California districts. Director Mathisen noted her support for this approach. Secretary-Treasurer Johnson agreed, and further commented that there would need to be some quantified success resulting from this funding provision particularly to enable ongoing support, which Associate Director Jim Harrington also voiced his support for.

Ms. Parkes also commented on the Special Projects Fund line item, noting that monies would become available for projects proposed by partners provided they would be facilitated within IERCD boundaries and be consistent with IERCD mission and goals. Vice-Chair Avent asked if staff would be releasing this opportunity on a larger scale to all eligible entities in the region, to increase fair access to funds and to define scope and scale of projects to possible applicants. Secretary-Treasurer Johnson commented that it seemed appropriate

for the IERCD Public Education and Outreach Committee to vet the structure of the Request For Proposals for this funding, and to evaluate accepted proposals on an ongoing basis. Associate Director Gomez added that certain elements of the application are critical such as a project minimum, to enable facilitation of a smaller number of far-reaching projects, rather than many tiny, yet ineffective projects.

Secretary-Treasurer Johnson made a motion to approve the 2016-17 Fiscal Year Budget Proposal. Vice-Chair Avent provided the second. The motion passed unanimously, 5-0.

Andrews	Absent	Avent	Aye
Buller	Aye	Earsom	Absent
Johnson	Aye	Mathisen	Aye
Williams	Aye		

2. Discussion and Possible Approval of Memorandum of Understanding with the Wildlands Conservancy
District Manager Parkes introduced the item by noting that the agreement memorializing this work had become somewhat complicated, due to the need for the IERCD to ensure demonstration of equal value to IERCD residents of project work. For that reason, the motion would need to be revised to consist of consideration of purchase of greenhouse materials rather than approval of the Memorandum of Understanding and associated purchase of greenhouse materials. Director Mathisen noted that inclusion of IERCD ability to facilitate limited education associated with the greenhouse should be included in the final agreement.

Secretary-Treasurer Johnson provided the motion to approve the Special Projects Funds Request – Greenhouse Purchase. Director Buller provided the second. The motion passed unanimously, 5-0.

Andrews	Absent	Avent	Aye
Buller	Aye	Earsom	Absent
Johnson	Aye	Mathisen	Aye
Williams	Aye		

3. Discussion and Possible Approval of El Dorado Conservation Easement and Endowment Management Agreement.

Director Mathisen provided the motion to approve the acceptance of the El Dorado Conservation Easement and Endowment Management Agreement. Secretary-Treasurer Johnson seconded the motion. The motion passed unanimously, 5-0.

Andrews	Absent	Avent	
Buller		Earsom	Absent
Johnson		Mathisen	
Williams			

4. Discussion and Possible Approval of Vila Borba Endowment Management Agreement

Vice-Chair Avent provided a motion to approve the Vila BOrba Endowment Management Agreement. Director Mathisen provided the second. The motion passed unanimously, 5-0.

Andrews	Absent	Avent	Aye
Buller	Aye	Earsom	Absent
Johnson	Aye	Mathisen	Aye
Williams	Aye		

5. Discussion and Possible Approval of Updates to Special Projects Fund Policy/6145

Vice-Chair Avent provided the motion to approve updates to IERCD Special Projects Fund Policy/6145. Director Mathisen provided the second. The motion passed unanimously, 5-0.

Andrews	Absent	Avent	Aye
Buller	Aye	Earsom	Absent
Johnson	Aye	Mathisen	Aye
Williams	Aye		

6. Discussion and Possible Approval of SoCal Leadership Handbook

Vice-Chair Avent provided the motion to approve the SoCal Leadership Handbook. Director Buller provided the second. The motion passed unanimously, 5-0.

Andrews	Absent	Avent	Aye
Buller	Aye	Earsom	Absent
Johnson	Aye	Mathisen	Aye
Williams	Aye		

VII. GENERAL DISCUSSION FOR THE GOOD OF THE DISTRICT

- a. Chino Basin Water Conservation District MOU
- b. IERCD Lease Status
- c. RAMS Engagement Letter

VIII. CORRESPONDENCE

- a. CSUSB Garden Workshop Article
- b. Thank You Note

IX. ANNOUNCEMENTS

- a. Monday, June 20th Association of San Bernardino County Special Districts (ASBCSD) Dinner
President Williams requested that staff arrange for his attendance at the June 20th dinner
- b. June CSUSB Demonstration Garden Series: Dry Streambed/Conservation Hardscape Workshops
- c. Saturday, June 11th Crafton Hills Conservancy Summer Party ,Yucaipa Regional Park, Yucaipa

X. FUTURE AGENDA ITEMS

XI. ADJOURN MEETING

The meeting was adjourned by President Williams at 1:36 PM

APPROVED THIS 13th DAY OF July, 2016

Paul Williams, Board President

Cheryl Avent, Vice-President