

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

34272 Yucaipa Blvd
Yucaipa, CA 92399
(909) 797-2489
April 13th, 2016

Directors Present: President Paul Williams; Vice-President Cheryl Avent; Director Terrie Andrews; Director Alison Mathisen; Director Brad Buller; Director Jim Earsom; Associate Director Jim Harrington; Associate Director Brian Robey

Directors Absent: Secretary-Treasurer Tim Johnson

Staff Present: District Manager Mandy Parkes; Natural Resources Manager Katie Heer; Administrative Assistant Jennifer Castillo

Members of the Public: NRCS District Conservationist Kim Lary; City of Yucaipa Manager Ray Casey, Engineer Fermin Preciado, and Associate Engineer Mike Seal.

I. CALL TO ORDER

The meeting was called to order by President Paul Williams at 10:31 AM, and then adjourned to the tour of areas for a potential IERCD environmental education site. Following the tour, the meeting was reopened at the City of Yucaipa City Hall building at 11:37 AM.

II. PUBLIC INPUT

There was no public input.

III. CONSENT CALENDAR

The motion to approve the consent calendar was provided by Director Jim Earsom with a second by Director Brad Buller. The motion for the approval of the consent calendar carried unanimously, 6-o.

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

IV. REPORTS

1. BB&K Billings Report

There was no discussion on the BB&K Billings Report.

2. NRCS Report

District Conservationist Kim Lary provided a summary of activities in the short time period since her return from leave and the board meeting.

3. Staff Reports

Director Brad Buller asked District Manager Mandy Parkes about her participation in the leadership academy facilitated by the California Association of Resource Conservation Districts (CARCD), to which Ms. Parkes responded with her summary of the retreat and corresponding action project she is working on with other managers. Associate Director Jim Harrington added that he had also attended the leadership academy and was working collaboratively with Ms. Parkes on a project to use the existing District strategic plan more regularly as a tool for measuring individual and collective IERCD project and objectives progress. Vice-Chair Cheryl Avent added that she appreciates the strategic plan annotation in each staff report in the April board packet.

Natural Resources Manager Katie Heer added to her presentation with an overview of her two Student Landowner Educational Watershed Stewardship (SLEWS) programs for the current academic year. Director Buller complimented Ms. Heer on her excellent leadership and implementation of the SLEWS Program, and provided feedback regarding benefits of ongoing student feedback to strengthen and improve programming as time goes on.

4. SAWA Update

There was no discussion on SAWA

5. CSDA Legislative Committee Update

There was no discussion CSDA Legislative Committee Update.

6. CARCD

There was no discussion on CARCD.

7. NACD Conference Update

There was no discussion on NACD Conference Update.

V. Presentation

IERCD Mitigation and Conservation Easement Program Overview

Ms. Parkes and Ms. Heer presented on the annual IERCD mitigation program, including all active, in-progress, and inactive sites. Director Jim Earsom commented positively on the presentation and also requested a follow-up meeting with Ms. Heer to discuss report formatting and outstanding questions following the meeting. Director Buller commented on the opportunity to "brand" the IERCD in all presentations made by staff, including this one, to ensure public awareness of the District, mission, core areas of work, and value added to the service area.

VI. OLD/NEW BUSINESS

1. Discussion and Possible Approval of Special Projects Fund Request – Wildlands Conservancy

Director Earsom provided the motion for the approval of Special Projects Fund Request – Wildlands Conservancy with Director Terrie Andrews providing the second.

After the motions were provided, Vice-Chair Cheryl Avent noted that she had multiple questions regarding building size, materials, and location in proximity to potential public access for the purposes of determining likelihood of vandalism. Director Mathisen also commented that she was wondering if the District could explore use of alternate materials to make the process more cost-effective. Ms. Parkes responded that the attachment for this item covered these questions and was in the process of being sent over and copied; however, in advance of that submittal, that the size was 2,600 square feet, made of glass, and protected from the general public. Ms. Parkes further noted that the glass was represented by the Wildlands Conservancy to be appropriate to enable plants to be grown year-round in a controlled environment, to enable consistent availability of locally sourced species for use in restoration projects.

District Manager Parkes then provided an overview of nursery capacity if run year-round and potential savings for IERCD if sourcing plants for restoration projects, both on small and large scales. She also provided a timeline for IERCD participation which included initial materials investment and staff support, eventually becoming separated from financial obligation on the property after two years while continuing to have access to seed storage and plant provision. Director Mathisen noted that she was also wondering about IERCD ability to commit staff to the project, and Ms. Parkes responded that staff funding would be provided by the District but no guaranteed staff time from existing IERCD personnel. At this point the greenhouse would be run by a combination of professional and volunteer staff, with Director Mathisen commenting that the level of funding provided should correspond to professional levels of staffing.

Directors also provided feedback on positioning of the greenhouse to take advantage of passive heating and cooling, and to ensure IERCD branding as part of building design and presentation, and instructions for return on investment beyond what is anticipated. Ms. Parkes recorded all comments and agreed to bring it back in May or June with an accompanying MOU and detail on respective and collective roles on the greenhouse.

Director Earsom amended his motion for the approval of Special Projects Fund Request – Wildlands Conservancy to table the matter to a future meeting. Director Andrews amended her second. The motion carried unanimously, 6-o.

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

2. Discussion and Possible Approval of Special Projects Request – Rain Barrels
Directors commented on liking this idea, but the need to ensure inclusion of IERCD logo and information for participating residents when the District facilitates programs like this; however, it was also noted that it seems like the best idea to move forward with this request with an

accompanying District sticker, than pursue permanent branding with any future similar programming in 2016-17.

Directors Mathisen and Buller also commented that this is an excellent opportunity to partner with a local printing company and/or water provider to team up on large-scale project facilitation with local support from multiple entities. IERCD staff will pursue research of the printing and additional support partnership, and will also continue tracking project participants to discourage program abuse. District staff will also follow up with local stores to determine ability to participate via provision of storage spaces for future programming needs.

President Williams provided the motion for the approval of Special Projects Request – Rain Barrels 2016. Director Earsom provided the second. The motion carried 6-o.

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

3. Discussion and Possible Approval Professional Services Agreement with Dudek
Ms. Parkes introduced the item, noting that Dudek Consulting is able to quickly provide services when needed for partner entity NRCS, which is why the professional services agreement is being presented for consideration.

Vice-President Avent provided the motion for the approval of Professional Services Agreement with Dudek. Director Earsom provided the second. The motion carried unanimously, 6-o.

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

4. Discussion and Possible Approval of Professional Services Agreement with SoCal Biology

Vice-President Avent provided the motion for the approval of Professional Services Agreement with SoCal Biology. Director Earsom provided the second. The motion carried unanimously, 6-o.

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

5. Discussion and Possible Approval of Updated Policy 6o65/Delegation of Signing Authority

Director Buller provided the motion for approval of IERCD Policy 6o65/Delegation of Signing Authority. Vice-President Avent provided the second. The motion carried unanimously, 6-o.

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

6. Discussion and Possible Approval of Selection of Regular Special Districts Member of the Local Agency Formation Commission/Attachment G

President Paul Williams provided the motion for nomination of Mojave Water Agency Director Kimberly Cox to serve as Regular Special Districts Member of the San Bernardino County LAFCO. Director Andrews seconded. The motion carried unanimously, 6-o.

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

VI. GENERAL DISCUSSION FOR THE GOOD OF THE DISTRICT

1. IERCD Environmental Education Center

Ms. Parkes introduced documents associated with this discussion item, showing quantifiable benefits to District residents stemming from projected development of an environmental education center, in addition to a proposed list of items for the in-progress MOU between the IERCD and the City. During discussion, directors commented on possible elements for inclusion in the MOU including possibly requesting to name the street to the south of the IERCD building. Ms. Parkes will work with staff to bring a draft MOU to the Public Education and Outreach Committee, then the full board at the May meeting.

2. Strategic Plan

3. IERCD Lease Status

Ms. Parkes introduced elements of Attachment H, which included a discussion of current space use, costs, and projected needs of IERCD and partner agency staff, in addition to options for relocating in the region. She added that it seemed like the best options in the region consisted of spaces within the District's current business park, or a newer park constructed in recent year on Carnegie Street in San Bernardino. One additional option for IERCD leasing would be to remain in the current space with changes to office layouts and furniture use.

Vice-Chair Avent commented on her support for remaining on the current leased space, a sentiment echoed by Director Earsom and Associate Director Harrington. Director Harrington further commented on the ability to request estimates for Tenant Improvements to remove walls and potential furniture revisions to make better use of existing space, particularly for employees who spend less overall time in the office.

VII. CORRESPONDENCE

1. Notice of Vacancy – Alternate Public Member of the Local Agency Formation Commission (LAFCO); Continuation through April 25th, 2016

VIII. Announcements

1. The Association of San Bernardino County Special Districts (ASBCSD) Dinner, scheduled for Monday, April 18th at the East Valley Water District, located at 31111 Green Spot Road, Highland 92346. EVWD Executive director John Mura and Erin Gihuly, President of CV Strategies will be addressing attendees on "Building the Brand-Strategic Board Communications."

President Williams, Director Andrews, Associate Director Harrington, and District Manager Parkes indicated interest in attending the ASBCSD dinner.

2. The April CSUSB Tree Care During Drought Workshops will be held Thursday, April 21st and Saturday, April 23rd on the CSUSB Campus

IX. FUTURE AGENDA ITEMS

1. 2016-17 Budget

X. ADJOURN MEETING

The meeting was adjourned by President Williams at 1:56 P.M.

APPROVED THIS 11th DAY OF May, 2016

Paul Williams, Board President

Cheryl Avent, Vice-President

