

## AGENDA

**Eastern Alameda County Conservation Strategy  
Steering Committee Meeting  
March 14, 2008  
10 am – 1 pm  
Zone 7 Conference Room 150A**

### ATTENDEES

Jill Duerig & Mary Lim - Zone 7  
Troy Rahmig & Karen Molinari – Jones & Stokes  
Cheri Sheets, Steve Stewart, and Susan Frost – City of Livermore  
Janice Stern – City of Pleasanton  
Mark Lander – City of Dublin  
Liz McElligott – Alameda County  
Stefan Garcia – Alameda County Congestion Management Agency  
Brian Mathew – Alameda County Waste Management Authority  
Terry Huff – NRCS  
Karen Sweet - ACRCO  
Jim Robins – ACRCO Partnership  
Cay Goude & Kim Squires- USFWS  
Scott Wilson, Liam Davis & Marcia Grefsrud – DFG  
Brian Wines – RWQCB  
Stefan Lorenzato & Dave Willoughby - DWR

- 1) February 28<sup>th</sup> Users Advisory Group Meeting – Debrief
  - a) Jones & Stokes provided an overview of the EACCS, the role of the UAG in the process, Phase 1 work progress, and distributed draft work products.
  - b) Concerns:
    - i) Maps targeting specific landowners to do conservation and impose restrictions on what landowners can do on their land.
    - ii) What the EACCS is really meant to conserve. Some would like include conservation of agriculture. However, the EACCS is meant to conserve biological species.
    - iii) UAG Membership list is heavy on the conservation/environmental representation.
      - (1) Paul Campos, from Northern California Homebuilders Association, volunteered to help solicit more developers/businesses.
  - c) Future UAG meeting logistics
    - i) Draft work products must be routed through the Steering Committee for comment first and have “DRAFT” on it before distributing to the UAG.
      - (1) Need a library/catalog that will house work products so that Steering Committee and UAG members can download work products.
    - ii) Neutral facilitator
      - (1) The Steering Committee agreed that there needed to be a neutral facilitator to facilitate the UAG meetings.
    - iii) Establish “Ground Rules” that describes the roles of the UAG, Steering Committee, and ad hoc committees and describe interaction between the groups.
      - (1) The draft Principles of Cooperation will be used as the basis for this document.
      - (2) The facilitator will need to review the ground rules.
    - iv) Necessary to have some Steering Committee members commit to attending each UAG meeting and sit at the table. It is important to have the funding agencies be the face of the project.

- v) Schedule Steering Committee meetings right before the UAG scheduled meeting to provide SC members an opportunity to provide comment on work products and/or presentations before they are presented to the UAG.
  - d) Future UAG meeting topics
    - i) Ground rules
    - ii) Santa Rosa Plain Conservation Strategy
    - iii) Bay Area Upland Habitat Goals
    - iv) Ongoing conservation efforts in areas adjacent to East Alameda County
    - v) Conservation in working landscapes/private lands
- 2) Outreach
- a) Karen Molinari, from Jones & Stokes, distributed a memo describing outreach options with estimated costs for each task.
  - b) Need to determine who the key audiences are and have specific outreach targets
    - i) With regards to elected officials, need to know well in advance what they want to hear and when
  - c) The group decided that an outreach subcommittee should be formed. Tasks for outreach subcommittee are, but not limited to the following:
    - i) Review the outreach options memo and determine what is needed and what can be done in-house;
    - ii) Review & revise ground rules for the Users Advisory Group;
    - iii) Develop a press release for the official kickoff of the EACCS.
  - d) Contract & Funding
    - i) Outreach and associated cost is not in the existing scope of work.
    - ii) Neutral facilitator can be subcontracted through Jones & Stokes, if necessary
    - iii) The CalFed grant has an outreach component that may be used toward some of the outreach tasks
- 3) CalFed Grant Discussion
- a) Stefan Lorenzato (contract manager for grant) and David Willoughby (grant administrator/liaison) from DWR were in attendance to discuss CalFed grant
  - b) The grant term is through June 2010, however, all work products must be complete by May 1, 2010.
  - c) Can add more cost-share monies or in-kind services.
  - d) Cannot change overarching tasks but can move milestones around.
    - i) A task may be eliminated IF found to be obsolete.
  - e) Shifting monies
    - i) Allowed to shift a total of \$50K of the grant funds around for the life of the grant and can be shifted between the line-item budget to the consultant contracts
    - ii) Since JSA is an approved consultant in the grant, more grant monies, up to \$50K, can be shifted into the JSA contract.
  - f) Since RCD is the grant sponsor, it is their decision to determine how grant funds are allocated.
    - i) How matching funds are spent is up to the funding partners.
  - g) Contracting with new independent contractors, not on the approved grant, must follow the competitive bid process.
  - h) Monthly reporting
    - i) DWR may withhold 10%, which will be released upon completion of all work products.
    - ii) The first invoice should include all the work performed since December 2007. Reporting thereafter shall be done monthly.
    - iii) It will take 30-days to reimburse and work products can be appended to the report or through a referral to the website.

- iv) DWR will check the invoice against the grant.
    - (1) Matching funds will be tracked. If matching funds are shifted, it needs to be noted in the invoice. The only requirement is for the total match needs to meet in the grant application.
  - i) The grant currently shows \$180K between the JSA and GreenInfo Network contracts.
    - i) This consultant contract amount can be entirely shifted to JSA.
    - ii) Have the ability to shift up to \$50K from the line item tasks into the JSA contract. If this is done, JSA can potentially have \$230K funded by the grant funds.
- 4) New Funding Partners
- a) Alameda County Waste Management Authority has expressed interest in becoming a funding partner.
    - i) Brian Mathews will be getting approval from their Board in March in order to become a funding partner.
    - ii) At the April 8<sup>th</sup> Steering Committee meeting, the Steering Committee shall vote to approve Alameda County Waste Management Authority as a new funding partner.
  - b) Livermore has another potential funding partner. Information will be provided at the next Steering Committee meeting for consideration and approval.
  - c) In future meetings, there will be a standing item to discuss and approve new funding partners.
- 5) Action Items:
- a) Schedule Outreach & Admin Subcommittee meetings.
  - b) Send Mary Lim contacts of individuals or companies that can provide facilitation for the UAG.
  - c) Review Principles of Cooperation & provide comments. Develop Draft Ground Rules for UAG meeting based on the Principles of Cooperation.
- 6) Next Users Advisory Group Meeting Date: **Thursday, April 3, 2008**
- a) Meeting Time & Location: 2 pm at the City of Dublin's Regional Meeting Room
- 7) Next Steering Committee Meeting Date: **Tuesday, April 8, 2008**
- a) Meeting topics
    - i) Standing items
      - (1) New Funding Partners
      - (2) User Advisory Group Meeting - Debrief
      - (3) Phase 1 Work Progress
      - (4) Outreach Committee Report
      - (5) Admin Committee Report
    - ii) Hear Santa Rosa Plain Conservation Strategy presentation
    - iii) Status of ad hoc technical team