

Friends of the Dunes Board Meeting Minutes
July 7, 2009, Humboldt Coastal Nature Center, 7-9pm

Board Members: Mike Wilson, Matt Johnson, Mike Seeber, Nancy Ihara, John St. Marie, Jennifer Renzullo, Marj Fay

Staff: Carol Vander Meer, Emily Walter, Pam Bell

Public: Merlyn Renzullo

August Agenda

- I. Introduction of guests present
- II. Approval of minutes
- III. Public input
- IV. Discuss for possible approval and FOD conflict of interest policy
- V. HCNC Project Update
- VI. Trails Planning
- VII. Financial Report
- VIII. Preliminary Planning for Board Retreat
- IX. Questions regarding committee reports/announcements
- X. Upcoming events
- XI. Upcoming agenda items

I. INTRODUCTION OF GUESTS

Merlyn Renzullo – Jennifer Renzullo’s 6 week old baby boy

II. APPROVAL OF MINUTES

Mike Seeber motioned for approval of June, 2009 minutes, 2nd from Jennifer Renzullo, all present were in favor. Minutes from June 2009 were approved.

III. PUBLIC INPUT

None

IV. DISCUSS CONFLICT OF INTEREST POLICY FOR APPROVAL

Carol helped the board review the draft conflict of interest document.

Mike Seeber motioned to adopt the conflict of interest policy, 2nd from John St. Marie, all present as well as Bill Weaver and Allison Poklemba who voted via email prior to the meeting were in favor. Motion passed.

V. HCNC PROJECT UPDATE

Update Capital Campaign Funding Status/Strategies

- Notice to proceed with the WCB. (\$126K)
- Got the go ahead to proceed with initial \$500K from Coastal Conservancy of the \$750K granted, but must be spent by the end of February 2010.
- With pledges and grants FOD currently has about 1 million for a 1.5 million project.
- Capital Campaign Committee is getting ready for a final push

Proposal for Project Manager

Carol explained why she would like a project manager. The position would be for an average of ten hours a week. The money for the position will come from granted WCB money.

Carol has met with Laura Kadlecik and is interested in hiring her for the position. There is a potential for conflict of interest because Laura is married to Mike Wilson.

Matt points out that to avoid the conflict of interest the board is required to prove that it tried to avoid the conflict. Thus, FOD should look for other project managers and if Laura is still the best qualified then FOD could hire her.

It was decided to run an ad in the Times Standard for the Project Manager Position with a 2 week deadline for submittals.

ACTION: Matt will draft a job description for the project manager position asking applicants to submit a 2-page scope of work and resume.

ACTION: Carol will post applications in the FOD Board Room for board to review and do an e-vote prior to the August board meeting.

Proposal to pursue Negotiated bid contract with DANCO Builders

- The contract will specify which DANCO employees and sub-contractors will be used for this project. Carol believes that going with DANCO will save time compared to sending it out to bid and will save cost since DANCO did the cost estimates.
- Mike Seeber shares recycling center issues with DANCO sub-contractors. DANCO is responsible for the sub-contractors but have not helped where warranty repair work is needed.
- Carol says that Laura Kadlecik says going out to bid will take longer than simply going with DANCO.
- There is also the issue that smaller companies that could bid are not able to get bonded.
- Mike Wilson reports that DANCO typically is able to provide the lowest bids in bidding processes.
- Jennifer mentions that we already know the weaknesses of DANCO and thus we can be prepared to deal with them, which is a bonus.

John St. Marie moves that staff pursue a negotiated bid contract with DANCO, 2nd from Matt Johnson, all present were in favor. Motion passed

Project updates: Designs, permitting/construction

- Structural engineer has not completed job and thus there is no building permit yet. This is an immediate need as construction needs to begin to spend the \$126 WCB funds by February.

VI. TRAILS PLANNING

- The main public comments came from Jacqueline Debets who requested that stakeholders be incorporated in the trail plans before the trails plan draft goes public. She also wanted more explicit language as to why or what specific reasons we would close trails.
- These comments were reviewed at a Facilities Committee meeting and incorporated into the current draft of the trails policies.
- Mike Wilson wants to add “minimize degradation of the environment and facilitate best management practices.” He feels there needs to be more language related to facilities and landscape mgt. perspective.
- Matt is interested in specifying that HCNC property goes to the mean high-tide line on bottom of page 2 before the goals.
- The board wants to include Bills comments on #3 on page 3.

John St. Marie moves that FOD adopt the trails policies as amended, 2nd from Marj Fay, all present were in favor. Motion passed.

VII. FINANCIAL REPORT

Review 2008 Financials

- Pamela reviewed 2008 financials with the board.

- Pamela suggests we need a Rate Sheet for staff to help with paying overhead costs.
- FOD needs different bill out rates for grants versus contracts.
- Fee schedule and indirect cost rate needed.

ACTION: Mike Seeber will find out how the recycling center does this and get examples to Carol.

Vote on 2009 audit

- \$3,000 for audit and tax return. Tax return alone would cost \$700.
- Pamela believes every other year audits would be appropriate.

Jennifer Renzullo motions to not pay for a 2008 audit, 2nd from Nancy Ihara, all present were in favor. Motion passed.

VIII. PRELIMINARY BOARD RETREAT PLANNING

ACTION: Mike Seeber will re-poll board as far as October 10 or 17th for Board Retreat.

- Nancy would like to strategize how to do more outreach to HCNC neighbors.
- Carol thinks we could discuss strategies for the opening of HCNC.
- Emily suggests looking at the trails plan and visualizing what FOD wants to provide.
- Tony LaBanca can only make the 17th. Other facilitator options are Byrd Lochtie.

ACTION: Carol will email the current strategic plan to board to help brainstorm retreat ideas.

IX. QUESTIONS REGARDING COMMITTEE REPORTS/ANNOUNCEMENTS

None

XI. UPCOMING EVENTS

- Volunteer BBQ- August 19
(Roxanna might like to help with prep, should also ask Brett Schuler to help BBQ)
- Spartina Restoration Day- September 26
- Dune Escape- September 26
- Board Retreat Oct 10th or 17th?

XII. UPCOMING AGENDA ITEMS

- Review HCNC Exhibit Plan Mission Statement
- The board involvement with home stretch capital campaign strategies
- Fee schedule
- Discuss topics/structuring for board retreat

ADJOURN 9:11 p.m.