

Friends of Los Alamitos Watershed

General Monthly Meeting

Wednesday, May 30, 2012

Mike and Dorene's Home

21600 Almaden Road

Short Agenda

Potluck and Meeting at 5:30 pm

1. Welcome/Potluck Dinner

- a. Hours

2. Minutes– Mike –2 min

3. Financial Report - Bill Jones

- a. Bank Account Funds - \$2447.79
 - 1. Current expense payments
 - a. Mike Cox Ink for Robbie \$36.00
- b. Review End of the Year Reports and Taxes
- c Action Needed
 - 1. Approve EOY Reports and Tax filings

4. Agency Reports

- a. Santa Clara Valley Water District
 - a. Brian Mendenhall
- b. Walker Creek
 - a. Carrie Austin
- c. Arundo report
 - 1. Rick Austin

- 2. Bill Jones

Committees Reports

5. Grant Review -

- a. Formally adopt the Stewardship Grant Agreement
- b. Review and approve first quarter report
- c Action Needed
 - a. Approve Agreement and First Quarter Report

6. Review budget and schedule

- a. Original Budget
- b. First Quarter Budget Request
- c. Stewardship Grant Payment Request
 - 1. Appendix E - Payment Request Form - Stewardship Grant Funds
 - a. Other Costs - Presentation Material #7770 - \$309.00
 - b. Design Website Hosting #7570 - \$156.00
 - c. Bookkeeper- Indirect Overhead #7211- 180.75
 - d. Design- Ed Outreach Signs - Designer #7510 - \$500.00
 - e. Other Costs - Coordinator - Recognition #7743 - \$452.50
 - 2. Supplemental - FOLAW Funds
 - d. Design- Ed Outreach Signs - Designer #7510 - \$200.00 Robbie Lamons
- 3. Action Needed
 - a. Approve all the above payment requests.

7. Discuss job responsibilities/ Suggest candidates

- a. Review job postings and consultant agreements and approve.
- b. Match job descriptions to actual tasks that need to be done to the budget.

Job Positions

- 01 Administrator/Bookkeeper
- 02 Sign Designer Consultant
- 03 Safety Education Consultant
- 04 Watershed CleanUp Consultant
- 05 Watershed Recognition Event Consultant
- 06 Sign Construction Project Manager Consultant
- 07. Web Designer Consultant

c. Approve new consultant hires

d. New contacts

- 1. Susan Bauer - Design Consultants
- 2. Bruce Bartlett - Site Construction Design

e. Watershed Recognition Event Consultant Report - Cynthia Towle

f. Watershed CleanUp Consultant Report - Cynthia Towle

g. Sign Designer Consultant Report - Robbie Lamons

h. Action Needed

- 1. Approve all the above Job Postings, Agreements, Job Positions, New Hires and

Consultant Reports.

8. Sponsorships

a. Waste Management

- 1. Neil Weis - Donation of 2 dumpsters

b. Whole Foods

- 1. Need to request support

9. Review and approve Robbie's Signs

1. Interpretive Signage

- a. Mercury Compounds
- b. The Methylmercury Cycle
- c. How did mercury get to New Almaden?
- d. What makes a healthy watershed?
- f. 2012 EPA and FDA fish eating chart
- g. Mercury Species
- h. Methylmercury magnification, local fish and remediation

2. Action Needed

- 1. Approve all the above Interpretive Signage

10. FOLAW Annual Auction -Dinner Committee

FOLAW fund raiser event

a. Cancelled for May

b. June Fromn - Opre House Players donation performance for FOLAW

- 1. Date to be determined - end of June or July

c. Action Needed

- 1. Approve all the Opre House Players dinner and show funding raising event.

11. County Parks Application for Interpretive Signs

a. Gloria Gill

- 1. Volunteer Major Project Request Form
- 2. Interpretive Plaque and Monument Maintenance Agreement

b. Action Needed

- 1. Approve the County Parks major Project Request Form Application.

12. Election of Officers

- a. The current board has been nominated for reelection.
- b. Action Needed
 - 1. Approval of the current slated of FOLAW board members to be reelected.
- c. Call for a vote of the membership
 - 1. Approval of the current slated of 2012 FOLAW board members .

13. Website and Blog Site

- d. Action Needed
 - a. Approve the following:
 - 1. Repairing the old website or closing it down
 - 2. Adopting a new email address
 - 3. Funding a new blog website
 - 4. Accepting the new blog website as the official site of FOLAW

14. Recognition for Mohamed Assaf Retirement from County Parks

15. Calendar of upcoming events.

16. Budget Main points

Matching Donated Time

Signs Coordinator - 100 hrs

Watershed CleanUp Coordinator -100 hrs

Safety Trainer- 100 hrs

Web Site Host - 100 hrs

Total hours - 400 hrs

Bookkeeper -

Personal Services \$657.00

Indirect Overhead \$65.00

Total \$ 722.00

Sign Designer Consultant - \$500 to \$600

03 Safety Education Consultant - \$240

04 Watershed CleanUp Consultant- \$240

05 Watershed Recognition Event Consultant -\$240

06 Sign Construction Project Manager Consultant- \$240

07. Web Designer Consultant -\$250

Total \$1810.00

