

MINUTES OF THE BOARD OF DIRECTORS'
WATER CONSERVATION GARDEN AUTHORITY MEETING

JANUARY 14, 2004

1. Director Buckner called the meeting to order at 3:32 p.m. at the Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California.

PRESENT:

Director H. Warren Buckner
Director Keith Lewinger
Director Jesse Dixon
Director Fred Thompson
Alternate Director Al Taccone
Alternate Director Larry Breitfelder

OTHERS PRESENT:

See attached list.

2. The agenda was approved as presented.
3. There were no introductions done at today's meeting.
4. On motion by Director Lewinger, seconded by Director Dixon and unani-
mously approved, the minutes of the regular meeting of December 10, 2003 were
approved.
5. Helix Water District Senior Public Affairs Representative Ted Salois pro-
vided the Board with a mock-up of the Water Conservation Garden website reno-
vation and invited the Board to contact him with any comments prior to the EAC
meeting on January 20, 2004.

Docent Sherry Johnson asked that some time be added to the agenda each month for her to report on docents' activities. Beginning in February "Docent Comments" will appear each month right before Board Comments.

6. EAC Chair Vickie Driver said that Bruce Drake is recovering well. His physician has released him to return to work half-days on 1/20/04, and full-time on 1/24/04. Driver informed the Board that she met with Sandra Younger and Jerri Deneen about a partnership with CWA and/or the Garden to develop a workbook about the Garden. Everything is on hold for the moment because CWA contracts specify that they have ownership of all products produced under the contracts and this option presents legal difficulties with their copyrights. The other options are to produce the book via a contract with the Garden, MWD, or independently.

Driver discussed the Organizational Summary for the Garden that the EAC has been working on. She said that all actions undertaken to do with the Garden must adhere to the Garden's Mission Statement -- *"To create awareness of long-term landscape water and resource conservation by educating the community on the benefits of state-of-the-art techniques and devices and to encourage and enhance public understanding and acceptance of the benefits of Xeriscape landscaping"*.

Driver explained that the existing staff at the Garden is not adequate for the size of the Garden, especially to accomplish the activities and education of the mission statement, and to be able to grow in the future. Investment in staffing is direly needed she said and suggested that the Garden procure an Execu-

tive Director, someone who is a dynamic, creative, visionary leader and is politically and administratively savvy. Additional positions for the Garden are an Office Manager, Education Coordinator, and a Garden Facilities Intern she said. Driver stated that the Garden must commit to increasing the budget in a fiscally responsible manner to meet these needs. She mentioned that it may be distasteful, but a charge of admission to the Garden may need to be implemented. The Board agreed that it is important to do what is necessary for the quality of the Garden. Numerous ways were discussed on how to increase the budget, how the Garden can be enhanced, and how staff, along with docents, can be fulfilled to continue working to make the Garden one of the most outstanding Gardens in the U.S. Chair Buckner said he would like the EAC to come up with a plan on "how to get where we want to go", and bring back a formal proposal to the Board. The EAC will submit something to the Board at an upcoming meeting.

7. Helix Water District Public Affairs Representative Kate Breece said there are two grants being prepared to send to MWD. One is for \$4,300 for the *Building School Gardens* Program, and the other is in the amount of \$10,000 for a *Teaching Node* at the Garden. The Board approved the letters of transmittal for the grants.

8. Steve Maranhao spoke for his wife Dee. She has offered to serve as Editor of the Garden newsletter. He said she has been helping with the newsletter lately and has enjoyed it. One thing she would like to see is one of the part-

ner agencies featured on the cover each month. The Board said to thank her for them and on motion by Director Lewinger, seconded by Alternate Director Breitfelder and unanimously carried, Dee Maranhao will serve as Editor of the Garden Newsletter.

9. Ivan Golakoff, Education Programs Supervisor at SDCWA proposes to provide the Garden with up to \$8,000 to design and build a landscape vignette featuring the Garden for the Flower and Garden Show at the San Diego County Fair. Most agreed that it was a great opportunity for the Garden but there was concern that there was enough staff to get this accomplished. Golakoff said that he would like the Garden to design it and put it together. He offered his staff to assist in placing it at the fair and once the exhibit is up the member agencies can man it, which should not take a lot of staff. Director Thompson said if everyone volunteered time it could get done. Director Lewinger said he wasn't sure if there was enough time between now and the show in June. After much discussion it was decided that it could be done. Chair Buckner said this would be the first item for discussion at next month's meeting.

10. Steve Maranhao gave highlights of the staff report. The newsletter might now include 2 more pages and will include a calendar on one page so people can remove it and attach to their refrigerators at home. An afternoon session has been added to the Saturday Seminars. The morning session will be held 9:30 -11:30a.m., and the afternoon session will be held from 1:00 – 3:00 p.m.

Alternate Director Al Taccone left the meeting at 5:05 p.m.

Maranhao said that the outdoor meeting area continues to be worked on, and said that preparations are going smooth for the Plant Production Workshop scheduled during the Docents meeting on January 24. Vickie Driver will be doing a presentation for the workshop. The Garden is in need of a new copier. Staff has been researching various options and will return at the next meeting with recommendations.

11. The financial reports were received. Karen Stauffer reported that revenues are exceeding expenditures and mentioned that staff was planning to set up a meeting with CPA Charles Devereux soon.

12. Director Thompson said the playing cards idea was moving along well. He handed out numerous decks of cards from other companies doing the same idea and suggested if people took a certain number of classes at the Garden they could get a deck of cards, or if an admission charge was levied to enter the Garden people could receive a deck of cards. Director Lewinger said that MWD has a new campaign that the decks of cards would fit right into, and they have also granted the artwork from their website to be used on the cards. He said it appears that there will be zero risk for the Garden to produce the cards. He also said they prefer the term "California Friendly" be used for the public rather than the term "Xeriscape", due to the confusion of the word Xeriscape. The Playing Cards item will come back before the Board showing how it will generate revenue.

13. Director Thompson said after the folk festival last year it was evident that a good first-class sound system is needed for the amphitheatre and stated that bet-

ter lights and seating are needed also. Directors Lewinger and Buckner said these items were high on the wish list.

Director Dixon left the meeting at 5:31 p.m.

14. There were no final comments from the Board.

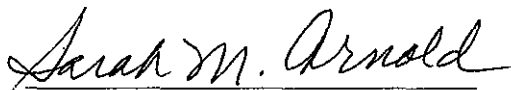
Docent Sherry Johnson said the Docents recently chose officers for the 2004 year. She announced that Vickie Driver would be a speaker at the January 24th docent meeting, and that a work party will be held to plant 600 pots to sell at the plant workshop that day. A survey is being done by the docents to determine where the group is going and what is being done differently. Director Lewinger asked Johnson to please keep the Board informed on issues the Docents are interested in.

There being no further business to be considered the President declared the meeting adjourned at 5:37 p.m.



President

ATTEST:



Secretary

MINUTES OF THE BOARD OF DIRECTORS'
WATER CONSERVATION GARDEN AUTHORITY MEETING

FEBRUARY 11, 2004

1. Director Buckner called the meeting to order at 3:31 p.m. at the Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California.

PRESENT:

Director H. Warren Buckner
Director Keith Lewinger
Director Geraldine Perri
Alternate Director Larry Breitfelder
Director Fred Thompson
Director Jesse Dixon (entered at 3:45)

OTHERS PRESENT:

See attached list.

2. On motion by Director Perri, seconded by Director Lewinger and unanimously carried with Director Dixon absent, the agenda was approved.
3. There were no introductions done at today's meeting.
4. On motion by Director Thompson, seconded by Alternate Director Breitfelder and unanimously carried with Director Dixon absent, the minutes of the regular meeting of January 14, 2004 were approved.
5. There was no one from the public who wished to address the Board on any item not on the agenda.
6. Pursuant to Article 10 of the Joint Powers Agreement, Officers of the Authority shall be elected for a two-year term at the first meeting of the Board in

February of every even numbered year, or as necessary to fill a vacancy. Additionally, a Clerk shall be appointed and a Treasurer and Auditor shall be appointed. On motion by Director Thompson, seconded by Director Lewinger and unanimously carried with Director Dixon absent, the Board approved the same slate of officers: Director H. Warren Buckner - President, Director Gary Croucher - Vice President, Sarah Arnold- Clerk, and Director Geraldine Perri-Treasurer.

7. Bruce Drake said he spoke with Ivan Golakoff, Education Programs Supervisor at SDCWA about the Garden's participation at the San Diego County Fair and they will be meeting again to firm up photos and graphics needed for the exhibit. Drake stated that he thinks this is a tremendous opportunity to expose the Garden to others, and he let everyone know that the partner agencies will be asked to donate man-hours to work at the booth for this event. Dee Maranhao said she has obtained permission to solicit a number of horticultural students to man the booth for the run of the fair. Concerns were mentioned about how much Garden Staff time would be needed, but everyone agreed they are enthused for the Garden to be represented at the fair this year.

8. Luis Generoso said that the City of San Diego is partnering with the San Diego Watercolor Society to promote water conservation through art. One suggested activity for the Garden Festival is for the watercolor society to bring about 30 of their members to the festival to do a "paintout". As people roam the Garden during the day they will see various artists at work. The artists will start demonstrations between 9:00-9:30 a.m., and at noon everyone will gather for judges to select winners. A working space for the artists during the festival will

be needed. Additional benefits to the Garden are that the finished artwork will be displayed in various galleries and functions that the artists attend. The Board supports the idea of this event and asks that Staff pursue a way for the "paintout" to be a part of the Spring Garden Festival this year.

At 3:55 p.m. the Board went into closed session:

PUBLIC EMPLOYMENT (Government Code §54957)

Title: Garden Programs Coordinator

The meeting was reconvened in open session at 4:14 p.m. Chairman Buckner reported that the job descriptions for exempt employees must reflect that if the employee is out ill more than 5 days it must be reported to the San Diego County Water Authority Human Resources Department.

9. There was no formal EAC report today from EAC Chair Vickie Driver since most information from her committees is listed below in Item #10. She was happy to report though, that Kate Breece has received a \$1,500 grant from SDCWA for the Building Schools' Gardens Program.

10. Karen Stauffer went over the FY 2004-05 Organizational Assessment Goals for Funding. The EAC committee has come up with goals to grow as a state-of-the-art Garden but Stauffer said these will need funding. An Executive Director position needs to be hired she said. The idea is to convert the Program Manager position to the Executive Director position and apply \$60,000 of current funds to the \$70,000 for Executive Director position. Existing staff could apply for this position. An Education and Docent Programs position needs to be created. This would require \$55,000 of new funding. Also, a full-time Office Assistant position could replace the part-time positions and would require \$26,000 of new

funding. The committee feels that the Gift Shop needs to be examined and enhanced which would require \$10,000 of new funding for books and related appurtenances. The budget for Docent recognition was \$2,000 in this assessment, but Director Thompson said he feels that more appreciation and recognition needs to be done for Docents and recommended this be doubled. The Board and Staff discussed how to fund these new items. Some revenue could be generated from the Playing Card idea, some funds in reserves could be used, interns could be used, and additional water agencies might be ready to become partners. Director Lewinger suggested exploring industries other than strictly water related to become partners, and it was decided that this idea would be brought back to the next meeting to appoint a specific person to investigate other industries. Chair Buckner said it was evident that this was a work in progress, and the Board requested Staff to line up the revenue to pay for these needs before anything else is done.

11. Steve Maranhao provided the Board with detailed information on costs to either purchase a copier or to lease a copier for the Garden's office. After discussion, the Board authorized the use of surplus funds for Staff to purchase a copier as long as it beats any deal that the San Diego County Water Authority got to obtain their copiers.

12. Bruce Drake stated that the Playing Card idea was moving forward and said Staff can be used for the project, but it is also a must to use professional photographers, etc. A Request for Proposals should go out at this time. Director Lewinger said that the 1st priority is to obtain an attorney experienced in copyright

laws. On motion by Director Lewinger, seconded by Director Thompson and unanimously carried, the Board directed Staff to solicit Request for Proposals to qualified bidders for the Playing Card project and for Staff to prepare a detailed report for the March meeting.

13. Bruce Drake submitted Financial Reports July 2003, through January 2004.

14. Bruce Drake submitted the Staff Report. He thanked everyone for their prayers and thoughts while he was out ill. He informed everyone that arrangements have been made for a Sunday Seminar Series beginning in April. The series will feature American Heritage crafts. Recruiting performers for the Summer Concert Series has begun. Concerts will be held May through September on the fourth Friday. There will be another Summer Concert Series featuring multicultural performers and a Fall Garden event in October that will feature American Heritage craftsman and vendors.

Steve Maranhao said the winter routine continues at the Garden, tree and shrub pruning, plant replacements etc. The "Native Plant" area is a current project. Two tons of boulders were brought in, along with decomposed granite, to create a rock outcrop among the fan palms to simulate a desert palm grove. Some different species of plants are being introduced to replace others that were not doing well due to the site conditions. A Docent workshop meeting was held January 24 and was well attended. A propagation workshop was conducted to produce plants to sell at the Spring Garden Festival. Many Docents brought cuttings from home. The estimated value of plants to sell at the festival will be

\$2,500.00. On March 27 a graduation ceremony will take place for five Docents, and on April 21 recognition for Docents will take place. One week later there will be an evening supper for the Docents. Staff will be cooking this time. There will be more information to come on these events and everyone is encouraged to attend.

15. Director Dixon informed everyone that beginning in March, Padre Dam Alternate Director to the Garden, Joel Anderson, would start attending the Garden meetings instead of Dixon so that Anderson can become familiar with the Garden.

16. Docent Sue Ellen Bensen stated that she would be filling in as Docent representative at Garden meetings for a while. She announced that there are five new Docents and said there is good excitement for this.

There being no further business to be considered the President declared the meeting adjourned at 5:36 p.m.



President

ATTEST:



Secretary

MINUTES OF THE BOARD OF DIRECTORS'
WATER CONSERVATION GARDEN AUTHORITY MEETING

MARCH 10, 2004

1. Director Buckner called the meeting to order at 3:31 p.m. at the Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California.

PRESENT:

Director H. Warren Buckner
Alternate Director Nora Jaeschke
Director Geraldine Perri
Alternate Director Larry Breitfelder
Director Fred Thompson
Alternate Director Joel Anderson (entered at 3:45)

ABSENT: Director Keith Lewinger and Director Gary Croucher

OTHERS PRESENT:

See attached list.

2. The agenda was approved as presented.
3. President Buckner welcomed back Alternate Director Nora Jaeschke who was in attendance for Director Lewinger today.
4. On motion by Director Perri, seconded by Alternate Director Jaeschke and unanimously carried with Alternate Director Anderson absent, the minutes of the regular meeting of February 11, 2004 were approved.
5. There was no one from the public who wished to address the Board on any item not on the agenda.

6. EAC Chair Vickie Driver explained the minimal impact and no additional expense that it would take to have the Garden open on Mondays. Currently, the Garden is open Tuesday through Sunday from 10:00 a.m. – 4:00 p.m. After discussion, it was decided to begin opening on Mondays and to extend closing until 6:00 p.m. during Daylight Saving Time.

7. EAC Chair Vickie Driver said that staff has investigated ways to increase revenue to fund program development and Garden improvements and informed the Board that after studying similar facilities, an admission fee between \$3.00 to \$5.00 to enter the Garden might be considered. There would be no charge to members. President Buckner stated that he has always been against enforcing an admission fee to the Garden. Director Perri said there is already an admission fee of \$3.00 for the Museum and wondered how the public would react to a Garden entrance fee. Public Affairs Representative Kate Breece stated in her research of charging fees or not charging fees it was discovered that a “perceived value” is felt when there is a charge, and she suggested even a small fee was a good idea. Director Thompson said he thought it was a good idea to charge something but was concerned that charging too much could keep larger families away. Alternate Director Anderson suggested perhaps setting a yearly membership fee of \$40 might work, Alternate Director Jaeschke cautioned that we should remember the goal is to encourage everyone to visit this Garden and charging a fee could potentially keep people away. She said a donation box might work better, and said there should be other opportunities to generate revenue explored instead of charging an admission fee. Alternate Director Breitfelder

said he agreed with Jaeschke's caution to focus on the Mission of the Garden and to not do anything that could potentially reduce attendance. Community member Jan Tubiolo informed everyone that Quail Gardens has a six-week \$95 art class series, and suggested this could be a way for the Garden to generate revenue. Alternate Director Jaeschke suggested that the donation box be placed in a secured and prominent place, and the idea to charge an admission fee set-aside at this time. The Board concurred, and directed staff to look into other ways to generate revenue.

8. The Board did not authorize staff to pursue a Garden Accreditation until they can be informed on what the yearly costs for the Accreditation would be. Dee Maranhao will research this and bring information back to the Board.

9. Vickie Driver stated that two of the Garden's long-term goals are the development of a Garden CD, and a web conversion of the Interactive Resources Information System (IRIS) Kiosk. The CD work was placed on hold until a similar CD developed by Metropolitan Water District (MWD) was recently completed. A review of that CD lead staff to recommend that the Garden develop its own CD. Driver said the Garden's CD would be a source of revenue as well as a marketing and educational tool since they could be sold in the gift shop. CDs would be provided free to Garden adult education classes but they would be sold to water districts in the region that have repeatedly requested drought-tolerant landscape CDs. Staff has discussed the Garden CD with Gerry Kiffie of GardenSoft, the developer of IRIS. GardenSoft proposes to develop the CD-ROM for \$10,000 with orders for CDs in 1,000 minimum lots from \$3.00 to \$5.00 each. There will

be an upgrade of the IRIS Kiosk that will include new photos taken by GardenSoft, Garden staff, or photos taken for the playing cards, so the total project for 1,000 CDs would be \$15,000. The software provided in the CD-ROM is the exclusive property of GardenSoft and may not be used without their written permission. The Garden, with proper accreditation, may use photography provided by GardenSoft, and in turn GardenSoft may use photos of the Garden. Last year SDCWA contributed \$5,000 toward this project. Because of technical and cost issues as well as marketing and revenue opportunities of a CD, staff is recommending against a web conversion at this time. On motion by Director Jaeschke, seconded by Director Breitfelder and unanimously carried, the Board authorized staff to enter into negotiations with GardenSoft for development of a Garden CD and upgrades of Kiosk contingent upon MWD being approached for additional funds for this project and for any surplus items they may have from the development of their similar type CD.

Discussion Item DA: Discussion took place on approaching other entities to become involved with the Garden. Some will be approached as sponsors, some as potential partner agencies, and some as affiliate members. Director Thompson will approach Viejas Casino, Alternate Director Jaeschke will contact the City of Chula Vista, and the County of San Diego will be contacted again per Director Buckner. The Green Industry will be contacted per Vickie Driver.

Item DB: At last month's meeting the Board directed staff to start the Request for Proposals (RFP) for the design and implementation of playing cards featuring drought-tolerant plants and water conservation tips. The RFP is for the development of the entire project Driver said. Richard Namba, EAC member from the City of San Diego, said they would need a Project Manager to do the job. A project advisory committee made up of Garden staff members and EAC volunteers will oversee project development per Vickie Driver. The EAC will bring an update to the Board at a future meeting.

Item DC: Programs Coordinator Bruce Drake submitted the financial reports for July 2003 through January 2004. He reported the meetings with CPA Charles Devereaux and Jim Munson from SDCWA are on going so that the format the Garden is doing for the financial statements is the same as Mr. Devereaux's. Drake has learned the use of QuickBooks and is finding it most helpful. He reported that the Garden's Balance Net Income is \$57,747.52.

Alternate Director Joel Anderson said he will be attending the WCGA monthly meetings for 6 months or so and that he is looking forward to getting to know everyone and to working alongside everyone to further develop the Garden.

Board Comments:

Alternate Director Jaeschke said she would be attending a meeting next Tuesday with BIA and CLCA members, and suggested that Garden staff prepare some Certificates of Recognition that she could hand out as a thank you. It might

also encourage these members to participate as affiliate members of the Garden she said. Bruce Drake will call Jaeschke for a list of names so he can prepare the certificates. Dee Maranhao said she has a 7-minute tape of an overview of the Garden that she would send to Jaeschke so she could take it to future meetings.

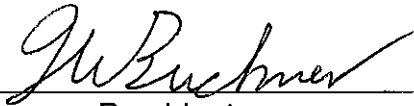
EAC Chair Report:

EAC Chair Driver said the Garden staff has been working hard, and announced Bruce Drake would be back full-time beginning next week. She reported Karen Stauffer, Bruce Drake, and Steve Maranhao have been working diligently on multiple budget scenarios that will be presented at the April Board meeting.

Staff Report:

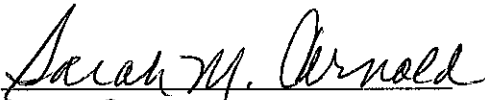
Steve Maranhao said the color copier has been purchased and is working beautifully. He said that on February 12 there were some plant thefts at the Garden. He notified campus police immediately. They took a report and said they would increase the frequency of patrols in the area. The amount lost was about \$500.00 he said, and reported that many of the expensive plants were not taken. Director Perri asked Maranhao to keep her informed on this matter, and to please provide her with a list of what was stolen. Maranhao reminded everyone the Docent Recognition Dinner is being held April 21, 2004, from 6:30 p.m. – 8:30 p.m. Staff will be doing the cooking. Director Buckner encouraged all Board members to attend this important dinner.

There being no further business to be considered the President declared the meeting adjourned at 5:25 p.m.



President

ATTEST:



Secretary

MINUTES OF THE BOARD OF DIRECTORS'
WATER CONSERVATION GARDEN AUTHORITY MEETING

APRIL 14, 2004

1. Director Buckner called the meeting to order at 3:40 p.m. at the Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California.

PRESENT:

Director H. Warren Buckner
Director Gary Croucher
Director Geraldine Perri (entered at 3:46)
Director Keith Lewinger
Director Fred Thompson
Alternate Director Joel Anderson (entered at 3:44)

ABSENT: Director Jesse Dixon

OTHERS PRESENT:

See attached list.

2. The agenda was approved as presented.
3. There were no introductions at today's meeting.
4. On motion by Director Thompson, seconded by Director Croucher, and unanimously carried with Director Lewinger abstaining, the minutes of the regular meeting of March 10, 2004 were approved.
5. Interim EAC Member Dee Maranhao requested that someone from each partner agency pick up a stack of the newsletter "The Sprinkler" and distribute them around the workplace, and any other place that they would like.

Kate Breece informed everyone that in 1908 Ellen Browning Scripps commissioned Albert Valentien to paint all the wild flowers of California. Ten previously unexhibited Valentien prints will be on display at the upcoming Spring Garden Festival on May 15, 2004.

6. Karen Stauffer reviewed budget alternatives for Fiscal Year 2004-05, with a goal to provide the Board with the alternative most cost-effective to the outcomes of the organizational assessment that the EAC has worked on to build a better, stronger Garden to serve the community. Discussion took place on all of the alternatives, as well as ways to obtain additional revenue by selling CDs and playing cards, by marketing the Garden, and obtaining additional grants to help educate the public on water conservation. On motion by Director Croucher, seconded by Director Thompson and unanimously carried, the Board approved the 2004-05 Budget using Alternative #4, which provides for a 3.7% CPI increase and replaces a Program Manager with an Executive Director position. The Board stipulated that after the Executive Director is in place, he/she must be asked to explore the idea of recruiting an "independent contractor" who would be paid on a commission basis only, no benefits, to bring revenue in by booking weddings, music events, sell CDs, etc. Alternative #4 has a budget of \$362,955. Under this alternative, each member contribution for 2004-05 would be \$61,411, an increase of 3.7% or \$2,191 over the current year. Director Lewinger will talk to builder Corky McMillan and William Granger will check with contractors to see if they would be willing to include a Garden CD in new homeowners' packets. President Buckner commented that bringing a new partner on board would help a

great deal, and reminded everyone that it is important to work toward that goal for Fiscal Year 2004-05.

Discussion Item DA: EAC Chair Vickie Driver presented the draft Career Opportunity Notice for a Garden Executive Director. Driver said the notice will appear on botanical and museum websites and will have nationwide posting. This position will be responsible for all of the administrative, financial, staff, and development issues for the Garden, and will supervise a staff of 3-4 full/part-time persons and volunteers as well as oversee a budget over \$350,000. Salary range is \$5,480-\$7,370 per month, and will be established commensurate with the qualifications of the individual selected. The Board approved the position description with advertisement to commence as soon as practical with the goal of having an Executive Director in place by July 1, 2004.

Item DB: Kate Breece presented the Draft Strategic Plan. She requested Board comments and asked for a specific timeline for approval and implementation. Director Lewinger commended the EAC on their good start for the Garden Strategic Plan. He requested that they amend the Plan to include the conversation from today regarding recruiting a “full-time market outreach contractor” to bring in revenue.

Director Perri asked that the Garden Mission Statement be added to the Strategic Plan. Also, she announced that a Campus Student Center groundbreaking would take place in about 1-½ years that will hold 450 people. The Garden will have use of this facility for wedding receptions and other events. There will be 350 parking spaces added.

The Board suggested that Kate Breece take the strategies listed in the Plan and put them into individual timelines. It could run anywhere from 1-5 years depending on the item they said.

Item DC: Board members are still finding the Financial Reports difficult to read. Program Coordinator Bruce Drake said the reports probably carry too much detail, and assured the Board that future Financial Reports would be prepared differently.

Board Comments:

President Buckner said he was happy to hear the news about the building of the Campus Student Center. Director Thompson said he thinks the project to produce a CD should forge ahead because now is a time of ripe opportunity! Alternate Director Anderson suggested when booking weddings and music events it would be best to stay away from entering into contracts, but to simply require a “referral fee” to help set up the event – it is less complicated. Director Lewinger complimented staff on scheduling so many upcoming weddings.

Community member and Helix Water District Director Harold Ball stated that he had just returned from the Colorado River Water Board meeting where serious discussion took place on the drought situation. He said it is very important to get the message out to consumers to conserve water.

EAC Chair Report:

The Water Authority accepted the resignation of Office Assistant Joni Enders on March 15, 2004. A job announcement was released to all Garden partners to post through their usual venues. Selection process is currently taking place. The position is expected to be filled by May 2004.

The Garden CD Project has been placed on hold until FY 2005 because the work is detailed and labor intensive and the EAC feels the Executive Director needs to be in place to handle the administrative details for this project.

The Board received and filed the February 2004 LAIF Statement.

Staff Report:

Bruce Drake reported that over 50 people plan to attend the Docent Appreciation Dinner on April 21st. The proposals for the playing card project have not been received yet. Next month there will be an article in the HomeScape section of the Union Tribune and an article in Sunset Magazine! The Spring Garden Festival will take place May 15, 2004. President Buckner suggested a specific area be set up at the festival for visitors to sign up right there to become members.

EAC member William Granger said that water-efficient technologies would be available at the Spring Garden Festival. A raffle will be held, vendors will display wares, and vouchers will be available as well.

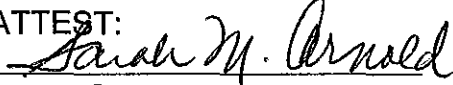
President Buckner announced that Helix Water District is holding a "Kids Fish Free Day" at Lake Jennings on April 17. Fishing is from 5 a.m.-11 a.m.

The Board received and filed the Docent Report.

There being no further business to be considered the President declared the meeting adjourned at 5:26 p.m.



President

ATTEST:


Secretary

MINUTES OF THE BOARD OF DIRECTORS'
WATER CONSERVATION GARDEN AUTHORITY MEETING

MAY 12, 2004

1. Director Buckner called the meeting to order at 3:35 p.m. at the Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California.

PRESENT:

Director H. Warren Buckner
Director Gary Croucher
Director Geraldine Perri
Director Keith Lewinger
Director Fred Thompson
Alternate Director Joel Anderson

ABSENT: None

OTHERS PRESENT:

See attached list.

2. On motion by Director Perri, seconded by Director Croucher and unanimously carried, the agenda was approved.

3. There were no introductions at today's meeting.

President Buckner stated that Congratulations were in order because the Garden has been in existence for 5 years! Cake and punch was served.

4. Director Perri asked that there be a change to the April 14 minutes to reflect that the College's Campus Student Center would be breaking ground in about 1-1/2 years, not that the Center would be completed in that time frame.

Secretary Arnold will make that change. On motion by Director Perri, seconded

by Director Lewinger and unanimously carried, the minutes of the regular meeting of April 14, 2004 were approved with one change.

5. No one from the public wished to address the Board on any item that was not on the agenda.

6. Helix Water District Senior Public Affairs Representatives Kate Breece and Ted Salois informed the Board that five entities requested and received the RFP package for the Playing Card project. Two RFPs were returned. The committee made up of Kate Breece, Ted Salois, Dee Maranhao, and Bruce Drake met to review the proposals. One proposal came in at \$36,438.00 and the other at \$46,542.00. Subsequent to the committee's review, Kate Breece and Ted Salois advised the committee that they would review other alternative ways to produce the cards with Helix management, since the budget allotted for the project was set at \$20,000.00. Breece and Salois submitted a cost comparison showing the project could be accomplished with a significant savings for an estimated \$17,800. This alternative relies on the lower printing bid for a higher quality product from Gemaco Printing (an American Company). Salois said that Gemaco has a higher rating and can produce a higher quality product for less money than that incorporated into the initial bids. Helix General Manager Mark Weston said that the Garden was struggling a bit to get this project done in a timely manner and he felt if he allowed Salois to make this project a #1 priority, it could get done very soon. Salois said the final product could be done in 60 days. Director Thompson said he spoke to the Natural History Museum about this project and that everyone was excited about it, but he has learned that they

may charge a usage fee. He wants this project to move forward and said he is going to meet with them again regarding the usage fee. Director Lewinger said that the deck of cards should have the words "The Water Conservation Garden at Cuyamaca College" on them somewhere and everyone agreed, and said he thinks this project should move on. He thanked Helix for an excellent prototype and proposal brought in today. EAC member Richard Namba extended thanks to Helix and said that the Board needed to decide what to do because the City of San Diego was still ready to take the lead on this as they had offered early on in the project. Director Croucher said that the Playing Card idea has been around for about a year now and that Helix has done an awesome job with their proposal today and should be applauded for it.

Alternate Director Jaeschke thanked Director Thompson for the initial idea of the Playing Cards and complimented Helix for their proposal, stating she is in support of it. She asked that photos of Native plants be included within the deck so that builders, nurseries, and MWD see that we are promoting certain plants. Ted Salois said that all plants on the cards must be from the Water Conservation Garden because it will say so. Mark Weston suggested using MWD's logo somewhere on the cards showing Native Plants. Director Thompson said *he felt that, of the decks seen today, Liberty Printing has a better card to offer and they have a camouflage backing to them, which is patriotic.* Many stated they preferred the Garden logo on back of the cards. Thompson reminded the Board that there was a motion made a while back stating that Liberty Printing would do the cards. This will be researched. Alternate Director Anderson

asked if MWD is a confirmed customer and was told they were. He reminded everyone that we all should be looking for additional customers to purchase the cards.

On motion by Director Lewinger, seconded by Director Perri and unanimously carried with Fred Thompson abstaining, the Board directed staff to run Volume 1 of the playing cards on the Helix Water District proposal producing them in-house, and recommended that Director Thompson continue to talk with people at the Natural History Museum to see what they would charge. If the first run of cards is successful, another set could come out as Volume 2.

Discussion Item DA: Director Thompson informed everyone that the art by A.R. Valentien is now on disc.

Discussion Item DB: Programs Manager Drake submitted the financial reports. He said that he and SDCWA Controller Jim Munson have been working on ways to report monthly financial information to the Board. Drake will provide year-to-date information on a cash basis. The report will include four categories: 1) *Statement of Revenues and Expenses*, 2) *Check Register*, 3) *Bank Reconciliation*, and 4) *Budget vs Actual*. The Board had a few changes on figures within today's reports, and Drake will make the corrections.

Director Thompson suggested the Garden install a vending machine for the public's use, and thought that John Johnson, a Board member of the San Diego County Water Authority, might be interested in contracting for that. After some discussion it was decided that SDCWA counsel Dan Hentschke should

look into a possible conflict of interest, and if none, Mr. Johnson could make a presentation at the next WCGA Board meeting.

Alternate Director Jaeschke said there would be a Proclamation presentation to the San Diego Chapter of the California Landscape Contractors' Association on May 27th. Everyone is encouraged to attend. Director Lewinger congratulated Kate Breece and Ted Salois who each won an award this year from CAPIO. It was announced that Vickie Driver has been nominated for an award for "Women in Industry" from the YWCA. JanTubiolo has been named the Ornamental Horticulturist of the Year. Director Perri informed everyone that the College received an injunction against the EIR for the building of the Campus Student Center, which is a disappointment.

Director Thompson talked about holding the 2nd annual Folk Festival and suggested that if it is going to be held it should be done during a cooler time of the year, perhaps late October. This item will be put on the next Board agenda for discussion.

Information Item a: EAC Chair Vickie Driver said that 4 candidates out of 21 applicants were chosen to be interviewed for the Garden Office Assistant position. Interviews will take place at the County Water Authority. She confirmed that the Executive Director position has been advertised at other Districts and is posted on websites. It will be left open until filled.

Information Item b: Bruce Drake said the Del Mar Bridal Show attracted a huge crowd again this year. The Garden's booth was beautiful. Time spent there generated great interest in holding weddings at our site. He thanked Dr.

Perri, Susan, Steve and Dee Maranhao, and Summer for helping out. President Buckner thanked Bruce Drake and everyone that put together the Docent Appreciation Dinner on April 21, 2004. It was a delightful evening he said.

Steve Maranhao said everyone is preparing and gearing up for the Garden Festival coming up on May 15. Volunteers will be on hand after 9 a.m. It will be a full day with many events planned. Crowd expectation is about 3,000. Shuttles will provide rides to the Garden from parking lots. There will be wedding brochures available and Garden membership applications at the registration tables. The Garden looks great!

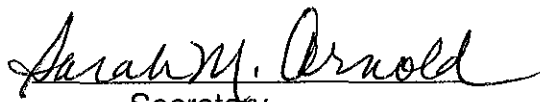
The Board received and filed the Docent Report.

There being no further business to be considered the President declared the meeting adjourned at 5:25 p.m.



President

ATTEST:



Secretary

MINUTES OF THE BOARD OF DIRECTORS'
WATER CONSERVATION GARDEN AUTHORITY MEETING

JUNE 9, 2004

1. Director Buckner called the meeting to order at 3:40 p.m. at the Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California.

PRESENT:

Director H. Warren Buckner
Director Geraldine Perri
Director Keith Lewinger
Director Fred Thompson
Alternate Director Larry Breitfelder

ABSENT: Alternate Director Joel Anderson

OTHERS PRESENT:

See attached list.

2. On motion by Alternate Director Breitfelder seconded by Director Thompson and unanimously carried, the agenda was approved.
3. Executive Advisory Committee Chair Vickie Driver introduced San Diego County Water Authority Staff Environmentalist Tim Cass who attended the Garden meeting for the first time today.
4. On motion by Director Lewinger, seconded by Director Perri and unanimously carried with Alternate Director Anderson absent, the minutes of the regular meeting of May 12, 2004 were approved.

5. No one from the public wished to address the Board on any item that was not on the agenda.

6. The Board had a number of changes to the Policies and Procedures Manual submitted for approval today. Staff will incorporate the changes. On motion by Director Lewinger, seconded by Director Breiffelder, with Alternate Director Anderson absent, the Board approved Resolution #124 Adopting the Policies and Procedures Manual of the Water Conservation Garden Authority with changes as directed.

7. Helix Water District Senior Representative Kate Breece brought forth the Strategic Plan of the Water Conservation Garden Authority and requested Board approval of the Plan and direction to implement the Plan. The Board had very few changes to the Plan and commended Ms. Breece for the excellent work in preparing it. Regarding Marketing within the Strategic Plan, Director Thompson spoke about the idea of installing a vending machine on the Garden premises, and said he had a proposal from John Johnson he could bring forth. Director Lewinger said it is fine to bring forth a proposal but two additional proposals should be submitted as well. Chair Buckner stated that this issue should be on the next agenda for discussion. Director Perri asked if there were any plans to put together an annual report. EAC Chair Vickie Driver said perhaps the Executive Director could begin a yearly annual Garden report after he/she is hired. Director Thompson said he thought the Docents should be provided Garden shirts and hats as incentives and that it should be added to the Strategic Plan. He said he knows of a company that could bid on providing these items to the Garden.

Chair Buckner said that Docents receiving non-monetary rewards and recognition is already listed under "Docents – Objectives." On motion by Director Perri, seconded by Director Breitfelder, and unanimously carried with Alternate Director Anderson absent, the Board approved the Strategic Plan of the Water Conservation Garden Authority with changes as directed, and authorized Staff to implement the Plan.

8. The Board had one change to the draft letter to Metropolitan Water District (MWD) regarding Garden membership. Staff will make the change and transmit the letter to MWD on June 10, 2004.

9. On motion by Director Perri, seconded by Director Lewinger, and unanimously carried with Alternate Director Anderson absent, the Board approved Staff's recommendation to set a policy for guidelines regarding acceptance of gifts, prizes, and participation in contests by those directly involved with the Garden. The Board requested the policy be brought back for adoption.

Discussion Item DA: Executive Advisory Committee member Karen Stauffer provided information on an Alternative Budget Proposal for staffing submitted by Programs Manager Bruce Drake. Drake was unable to attend today's meeting. Stauffer said that out of 6 budget alternatives for Fiscal Year 2004-05 the Board adopted Alternative #4 which provides for a 3.7% CPI increase, replaces a Programs Manager with an Executive Director position, and establishes a budget at \$362,955 for FY 2004-05. The Board had also approved phasing in the Education/Docent Coordinator position following the recruitment of the Executive Director. On May 9, 2004, Garden Programs Manager Bruce Drake

transmitted a proposal outlining a budget of \$388,362, showing the addition of the Programs Manager instead of the Education/Docent Coordinator, and decreasing funding of the Executive Director to less than one year (9 months). At the meeting of May 12, 2004, the Board requested the EAC review the proposal and come back with a recommendation. Stauffer said the EAC recommends the Board proceed with the FY 2004-05 Budget of \$362,955 adopted on April 14, 2004, and outlined 5 of the concerns regarding Drake's proposal: 1) Revenues appear too optimistic; 2) reliance on reduction of office assistant hours would result in too little coverage; 3) proposed budget would require abandonment of the goal of hiring an Education/Docent Program Manager, 4) concern about reduction of the Board's request to increase the docent funding level, and most of all; 5) the second year of such a budget would require a full 12 months of Executive Director salary resulting in use of all the surplus and most likely a deficit cash balance. On motion by Director Lewinger, seconded by Director Breitfelder, and unanimously carried with Alternate Director Anderson absent, the Board will proceed with the FY 2004-05 Budget adopted on April 14, 2004 of \$362,955.

Discussion Item DB: The Board accepted the Financial Report presented by Karen Stauffer. She informed the Board that the changes the Board requested regarding presentation of Financial Reports are incorporated within. Certain EAC and SDCWA staff will review the reports before they are put on the agenda each month. Stauffer also reported to the Board that the Garden has a new bank account number due to nine counterfeit checks written against the Garden's bank account, totaling \$2,476.93. The person has been apprehended.

The Garden did not lose any money because the bank acted quickly after noticing only one signature appeared on the check and the Garden account requires two signatures. The bank immediately began sending daily faxes to Karen Stauffer so the account activity could be reviewed and Stauffer faxed back to the bank with her authorization to pay legitimate checks or not to pay the fraudulent ones. The suspect had ordered parts from a car dealership and when he went in to pick up the parts, the National City Police was waiting for him.

Information Item a: The EAC Chair reported that Kathleen Israel started as the Garden Office Assistant on June 1, 2004. Over 20 applications have been received so far for the Garden Executive Director position. The announcement for the position was posted in numerous places. Review of candidates by CWA staff and Karen Stauffer will begin in late June. The committee made up of President Buckner, Director Perri, Sue Chambers, Tom Ash, Jeri Deneen, Karen Stauffer, Director Lewinger, and Richard Namba will make the decision of who to hire.

The Water Authority's Risk Manager conducted a repeat Safety Inspection at the Garden on June 2, in response to a safety audit performed by the Safety Committee. All issues were dismissed or resolved successfully.

Information Item b: Steve Maranhao stated he is obtaining 3 quotes for janitorial services. He reported on the plant sales from the Spring Garden Festival and added that 3,200 people attended the festival - an increase of about 700 from last year. He said the Garden recently held two weddings in the amphitheatre - one held on a Saturday and one on a Sunday.

Information Item c: The Docent report showed that 17 Docents worked at the Spring Garden Festival this year, helping out in the Kiosk, with plant sales, in the gift shop, and with registration. In addition, there were several docents walking through the garden answering questions. There were 15 people recruited for the new docent class that will be offered in the fall.

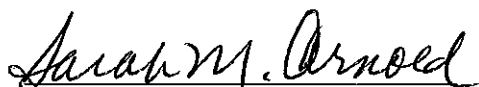
Mark Weston thanked Director Thompson for his idea on the Playing Cards, and congratulated Steve Maranhao for growing such beautiful plants resulting in the professional photographs captured by Ted Salois for the deck of cards. The project will be completed soon and orders are being taken at this time. Weston presented an 11 x 14 display poster depicting each card that Salois prepared for today's viewing.

There being no further business to be considered the President declared the meeting adjourned at 5:32 p.m.



President

ATTEST:



Secretary

MINUTES OF THE BOARD OF DIRECTORS'
WATER CONSERVATION GARDEN AUTHORITY MEETING

JULY 14, 2004

1. Director Buckner called the meeting to order at 3:40 p.m. at the Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California.

PRESENT:

Director H. Warren Buckner
Alternate Director Taccone
Director Keith Lewinger
Director Fred Thompson
Alternate Director Larry Breitfelder
Alternate Director Joel Anderson (entered at 4:30)

ABSENT: None

OTHERS PRESENT:

See attached list.

2. President Buckner requested one change to the agenda, that the Closed Session be held after Agenda Item #5 instead of at the end of the meeting. On motion by Alternate Director Breitfelder, seconded by Director Lewinger, and unanimously carried with Alternate Director Anderson absent, the agenda was approved with one change.

3. There were no introductions.

4. On motion by Director Lewinger, seconded by Director Perri, and unanimously carried with Alternate Director Anderson absent, the minutes of the regular meeting of June 9, 2004 were approved.

5. No one from the public wished to address the Board on any item that was not on the agenda.

At 3:50 p.m. the meeting was recessed to a Closed Session under Government Code § 54957 (b) (1), Public Employment, Title: Executive Director. Also attending Closed Session were Haywood Moore, Karen Stauffer, Alethia Brown, and Marty Eberhardt.

The meeting was reconvened from Closed Session at 4:19 p.m. President Buckner announced that as a result of an extended search, an offer was made and accepted by Ms. Marty Eberhardt to assume the position of Executive Director for the Water Conservation Garden, effective August 16, 2004.

6. On motion by Director Thompson, seconded by Director Lewinger, and unanimously carried, the Board approved the following pricing for the playing cards: \$5 per deck for orders up to 4,999 and \$4 per deck for orders of 5,000 or more. There will be a \$5 charge for a 15" x 36" display poster but complimentary with each order of 500 decks or more. It was decided that the Garden's phone number would be placed on the Joker card. Ted Salois confirmed that 12,500 decks were being printed at this time.

7. The Board received a Notice of Intent to Withdraw from the Joint Powers Agreement and the Water Conservation Garden Authority, effective June 30, 2005 from Padre Dam MWD. Alternate Director Joel Anderson said this was due to ERAF Shift concerns and ultimately how Padre spends its money. He

said the partnership with the Garden would be looked at again after the ERAF issue is dealt with.

8. Programs Coordinator Bruce Drake reminded the Board that a Folk Music Festival was held in August last year, and in November the annual Fall Festival was held. He said the EAC and Staff discussed the problems of holding a Folk Music Festival in the hot month of August this year, and suggested that it be combined with the Fall Festival. Some discussion took place on the pros and cons of holding separate events and whether or not tickets should be sold to the Folk Music Festival since not much money was made last year. Director Lewinger said he is not opposed to combining the two events but wondered if more people would be brought into the Garden by having two separate events. Chair Buckner said that the new Executive Director should review this issue and come back with a recommendation. Director Thompson stated that he would head up the Folk Music Festival only if it is held on a separate day. He said the event last year did more than break even, and the 2nd year will make money, and the 3rd year and beyond would make more than previous years.

9. On motion by Director Lewinger, seconded by Director Thompson, and unanimously carried, the Board adopted a policy regarding the acceptance of Garden-related prizes and gifts. It will be included in the Policies and Procedures Manual. It states the following:

“Garden employees, Garden JPA staff members directly associated with the Garden, Garden JPA Board members, their immediate family, and their economic interests may not accept gifts and prizes from the Garden or participate in contests or raffles for cash or prizes sponsored by the Garden. Cash honoraria given for speaking engagements or other professional services must be given to the Garden’s general fund. Garden JPA staff members and Garden JPA Board

members not directly associated with the Garden may receive gifts and prizes from the Garden and they may participate in contests or raffles for cash or prizes. Violation of this policy shall result in action deemed appropriate by the Garden JPA Board.”

10. Director Thompson said he could procure good quality jackets, shirts, and hats to be used for Docent's service awards. The cost would be \$75 per Docent. He suggested that the current Docents receive them and any new Docents receive them after 2 or 3 months of service. He requested for authorization for the purchase. Director Lewinger stated that was a perfect issue for the new Executive Director to look at and she could make the decision if they could be purchased or not. Marty said she would handle this issue.

Discussion Item DA: Program Coordinator Bruce Drake submitted the Financial Reports.

Discussion Item DB: Steve Maranhao stated that Mr. John Johnson was invited to the Garden in response to his unsolicited proposal to place a snack machine at the Garden. If the Garden were to have such machines they would need to be placed on the patio Maranhao said. Johnson's machines are designed for interior use so Mr. Johnson determined that they would not be adequate for our purposes. Once the Board learned that Johnson had submitted a bid, they directed Staff to contact at least two other companies for bids but the companies have not submitted any proposals as yet Maranhao said.

Discussion Item DC: Kate Breece indicated that BB&K (Henry Welles) was taking care of the copyright issue for the Playing Cards. The Garden has already paid \$2000 to BB&K in advance of the fees. The cost for copyright is considerably less than that of Federal trade marking.

Discussion Item DD: President Buckner again welcomed Marty Eberhardt as our new Executive Director.

Information Item a: EAC Chair Vickie Driver stated that the Garden did very well at the San Diego County Fair this year. The display was located inside in a nice cool corner. Driver said the highest attendance was at the "Ask the Gardner" section of the display. The display was set up by the County Water Authority and manned by staff from the WCGA partner agencies for the duration of the fair.

Information Item b: Staff report was submitted. Steve Maranhao said he checked with Deneen Powell on the design for a couple of bench seats to be installed near the handicapped seating in the amphitheatre to accommodate guests attending functions with a handicapped person. Deneen Powell is designing a donation box to be placed out by the entrance to the Garden. Maranhao suggested that individual articles be done on the six Directors in upcoming Garden newsletters. No one objected.

Information Item c: Garden Program Coordinator Bruce Drake submitted the Policies and Procedures (P&P) Manual including all changes.

Information Item d: Ted Salois submitted a document showing Garden web site usage statistics and stated that about 3,800 visits per month are received, although some of them could be return visits. Duration of visits is about 12 minutes. Director Lewinger asked that the data regarding where most hits are from be analyzed and he also wondered what key word most visitors were using.

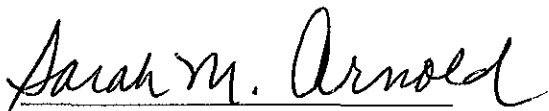
Information Item e: Bruce Drake stated that there are 32 Docents on the mailing list, with 26 active. Docents will not be meeting in July but will resume meeting in August. Vickie Driver requested that the Docents report their hours on their Staff Report even if they do not meet.

There being no further business to be considered the President declared the meeting adjourned at 5:30 p.m.



President

ATTEST:

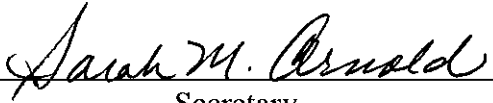


Secretary

MINUTES OF THE BOARD OF DIRECTORS'
WATER CONSERVATION GARDEN AUTHORITY MEETING

AUGUST 11, 2004

The regular meeting of the Board of Directors of the Water Conservation Garden Authority scheduled for Wednesday, August 11, 2004, at 3:30 p.m. at the Garden Multipurpose Room at Cuyamaca College was canceled by the Board President due to lack of a quorum of the Board.


Secretary

MINUTES OF THE BOARD OF DIRECTORS'
WATER CONSERVATION GARDEN AUTHORITY MEETING
SEPTEMBER 8, 2004

1. Director Buckner called the meeting to order at 3:34 p.m. at the Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California.

PRESENT:

Director H. Warren Buckner
Director Geraldine Perri
Director Keith Lewinger
Director Gary Croucher
Alternate Director Joel Anderson (entered at 3:36)

ABSENT: Director Fred Thompson

OTHERS PRESENT:

See attached list.

2. The agenda was approved as presented.

3. Chair Buckner welcomed to the meeting the President of the Docents, Suzanne Chambers. Ms. Chambers indicated she was pleased to be able to attend.

Chair Buckner stated that he has approved the new format of the agenda brought forth by Marty Eberhardt, the Executive Director. Today's agenda began with Information Items instead of Action Items.

4. On motion by Director Lewinger, seconded by Director Buckner, and unanimously carried with Director Thompson and Alternate Director Anderson absent, the minutes of the regular meeting of July 14, 2004 were approved.

5. No one from the public wished to address the Board on any item that was not on the agenda.

6. INFORMATION ITEMS:

a. Vickie Driver submitted the Executive Advisory Committee Chair Report. She stated with the hiring of the Executive Director, the Employee Advisory Committee would exist as support for the Executive Director rather than the Committee addressing all tasks. Task forces have been created to address people, plans, and policies to rebuild Garden infrastructure before new activities are launched. The Executive Director will discuss task forces in her report later in the meeting. Driver said the upcoming Fiber Festival would focus on fiber artists and activities directly related to the Garden and its mission this year. Many other ideas for future events will be held until the Garden infrastructure is better able to support them. The Folk Festival will not be held this year due to limited time to put it together.

b. The Board received the Financial Report for July

c. The Board received the Financial Report for August

d. Suzanne Chambers submitted the Docent Report. She stated that the Docents have been minding the Kiosk through the hot summer. Eleven docents met with Marty Eberhardt on August 28th to discuss the various volunteer activities needed. A Docent budget of \$2,000 for fiscal 2005 was discussed, and

on motion by Director Lewinger, seconded by Director Croucher with Director Thompson absent, the budget was approved. Additionally, the Board authorized that funds within the budget can be moved around as Docents and the Executive Director see fit. Executive Director Eberhardt stated that volunteers working in the gift shop and areas other than tours do not need three months of training, nor do they need to graduate from Docent class as required in the past. However, they will receive special training. Director Perri stated that each volunteer at the college is done by Board action for liability purposes, and asked whether an application is filled out to become a Docent and volunteer. At this time there is none. Executive Director Eberhardt will contact Director Perri and decide if an application should be used at the Garden.

e. Eberhardt submitted her staff report (see attached). Discussion took place on after hours work performed by staff during evening, weekend, and holidays. The Board agreed that staff could work some overtime now and then, but cautioned they should not burn out on it. Also, it was decided that someone would talk to the County Water Authority about salaried employees being somehow reimbursed for overtime hours. An Adjourned Board meeting will take place at 12:30 p.m. on November 10, 2004 to discuss a method for evaluating events held at the Garden and other topics of interest to the Garden. Nov. 10th is a Board meeting day, so the regular meeting will follow the workshop.

7. The title of General Manager was never used at the Water Conservation Garden after it was entered into the Appendix of the Conflict of Interest Code when the Code was adopted on April 10, 2002. An Executive Director was hired on August 16, 2004, and staff recommended that the title of General Manager be changed to Executive Director. Additionally, the title of Water Conservation Manager was entered into the Code during the period when Otay Water District was lead agency. The position of Water Conservation Manager no longer exists within the current organization structure. On motion by Director Lewinger, seconded by Director Croucher, and unanimously carried with Director Thompson absent, the title of General Manager was changed to Executive Director and the title of Water Conservation Manager was deleted.

8. On motion by Director Lewinger, seconded by Director Croucher and unanimously carried with Director Thompson absent, the Board adopted Resolution #125 adding Marty Eberhardt as a signer at the Union Bank.

9. Karen Stauffer stated that since the Garden has experienced a change in structure, from a committee of the whole staff effort to an Executive Director managing staff that recent discussions have developed a brief listing of Action Items which the EAC believes could be handled by an Executive Director working with staff.

The Board reviewed the list presented to them and after a few minor changes and stating that this list is to be used as a general guide for the Garden's sense of direction, on motion by Director Perri, seconded by Director Croucher and unanimously carried with Director Thompson absent, the Board approved the Executive Director's Authorization Level for Action Items (see attached list).

10. The Board felt they did not have to take any action for staff to develop a Garden Membership Benefits Program. Eberhardt will handle this task, pursuant to the action taken in Agenda Item #9 at today's meeting. During discussion Eberhardt mentioned that San Diego Horticultural Society has requested to become a member of the Garden! She also stated that one free deck of cards would be handed out to whoever becomes a new member of the Garden during the Fall Festival on October 16, 2004.

11. Eberhardt said the Garden would be able to attract a wider variety of quality educational programs and events by charging for them, resulting in additional income. She suggested that fees be waived for members as a member benefit. On motion by Director Perri, seconded by Director Croucher and unanimously carried with Director Thompson absent, the Board authorized staff to charge for classes and events, and approved no charge be made to members.

12. Eberhardt stated that adding a staff person with a focus on education and coordination of events is essential for the Garden to fulfill its educational potential. She stated that this person would be part-time, work 19 hours per week with

no benefits, and work on Saturdays. Director Lewinger said this position could compound itself and would need to be a high-producer. On motion by Director Lewinger, seconded by Director Perri and unanimously carried with Director Thompson absent, the Board approved the hiring of a part-time education and events coordinator.

13. DISCUSSION ITEMS:

A. Kate Breece stated that a large shipment of the playing cards is being shipped to Helix Water District any day now. Agencies who have ordered large quantities will come by Helix to pick them up. Two thousand will be taken to the Garden for sale in the gift shop. Director Lewinger said if members of this Board want to purchase large orders it would be best if they order and pick up from the agencies they represent instead of purchasing them at the Garden. Breece informed the Board that the Copyright process is on its way. An official letter will be received shortly she said. Mark Weston stated that Director Thompson made a great start with the idea to develop these playing cards, and he commended him for that. He commended Kate Breece and Ted Salois as well, for the hours of work they put into this project and for the beautiful photos, all taken at this Garden! It has been a long journey, he said, but well worth it.

B: Eberhardt said she already reported on her task force meetings within her report under Information today.

C: The Board received the Local Agency Quarterly Investment Fund Report.

D: The Education Committee portion of the EAC Assessment Team has produced a preliminary *Educational Handbook* to train the tour guides, as well as a

preliminary *Educator's Guide* to be sent to teachers prior to Garden visits. Kate Breece handed out the booklets and using props presented ideas of how teachers might impart this information to students. Everyone enjoyed the presentation, and a round of applause was given for Breece and her willing participant, Steve Maranhao.

Director Perri requested that in the future certain items be listed on a consent agenda in order to save time. Chair Buckner stated that the consent agenda at next month's meeting would be expanded, and further discussion would take place on the order of the agenda.

There being no further business to be considered the President declared the meeting adjourned at 5:20 p.m.



President

ATTEST:



Secretary

MINUTES OF THE BOARD OF DIRECTORS'

WATER CONSERVATION GARDEN AUTHORITY ADJOURNED MEETING

DECEMBER 8, 2004

1. Vice President Gary Croucher called the meeting to order at 3:30 p.m. at the Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California.

PRESENT:

Director Gary Croucher
Alternate Director Al Taccone
Director Keith Lewinger
Director Fred Thompson (entered at 3:35)
Director Joel Anderson (entered at 4:12)
Director Chuck Muse

ABSENT: None

OTHERS PRESENT:

See attached list.

2. Agenda item #6 was moved to item #5 so that Auditor Greg Villard could present the audit before the other items. On motion by Director Lewinger, seconded by Alternate Director Taccone, and unanimously approved with Director's Thompson and Anderson absent, the agenda was approved with one change.

3. Vice President Croucher introduced Helix Water District's two new Board members, Chuck Muse and Richard Smith. Chuck Muse was appointed by the Helix Board to serve as Director on the Garden Board, and Richard Smith will

serve as Alternate Director. Both Warren Buckner and Barbara Barber have retired.

4. No one from the public wished to address the Board on any item that was not on the agenda.

5. Vice President Croucher stated the audit should be considered a Preliminary Draft since it was just handed to the Board right before the meeting. He requested the final be brought back in January. Auditor CPA Greg Villard informed the Board that he has reviewed the financial position of the Water Conservation Garden as of June 30, 2004, and has issued an unqualified opinion indicating that the Garden had a clean audit. He stated that the Garden has done well financially this past year. Missing in the audit are "in-kind" contributions because he is still waiting to receive the information from two agencies. Director Croucher requested that the in-kind contribution information be submitted within 2 weeks to Mr. Villard, and this information be brought back next month along with the budget. On motion by Alternate Director Taccone, seconded by Director Thompson, and unanimously carried with Director Anderson absent, the Board approved the preliminary draft of the audited financial statements for the fiscal year ending June 30, 2004.

6. On motion by Director Lewinger, seconded by Director Taccone with Director Anderson absent, the Consent Agenda was approved.

7. Executive Director Eberhardt submitted the Draft Water Conservation Garden Photography Policy stating that she believes a policy should be on hand at the Garden to be used for any commercial photography. The policy does not

apply to noncommercial photos by Garden visitors. Also, it does not address professional filming at the Garden because this issue would be handled on a case-by-case basis. Eberhardt plans to have some comparable rates on hand from other botanical gardens should the issue arise. Director Lewinger suggested a sentence be added to the policy stating that there is no charge to film weddings, and Director Muse suggested that language be added to include videotaping as well as still photography. Eberhardt will add these to the policy. On motion by Director Lewinger, seconded by Director Thompson and unanimously carried with Director Anderson absent, the Board authorized the Water Conservation Garden Professional Photography Policy.

DISCUSSION ITEMS:

A. Executive Director Eberhardt submitted her report (see attached). She highlighted Garden Sponsored Programs and reported that the National Wildlife Foundation will be conducting Habitat Steward Training on several Saturdays in 2005. Staff and docents were trained on the student 3rd grade tour program, and a letter promoting this program will go out after the New Year. Steve Maranhao will start building the teaching node in January and it will be built with as many recycled materials as possible. November visitation was up 40% over last year. Auditor Greg Villard has made recommendations for Charles Devereux to be more involved in the monthly financial reporting and because of certain system time-lines, it will mean that the Board will not get financial reports until the day of the Board meeting. Letters to the non-members on the newsletter mailing list went out inviting membership, as well as a letter to nurseries etc., asking them to

become Corporate Members. The Garden is planning to solicit membership promotions from vendors such as the Association of Landscape Contractors, and the American Association of Landscape Architects. This will include wholesalers. Eberhardt asked that anyone, especially the Board members, contact vendors and encourage them to sign on as Corporate Members. Community Member and Helix Director Harold Ball suggested that Executive Director Eberhardt attend the January 11, 2005 Metropolitan Water District meeting when Wes Bannister assumes duty as the new General Manager of MWD. He said Helix Directors would attend this occasion as well, and plan on inviting Bannister to visit the Garden. Director Lewinger said he plans to speak to Farm Bureau President Eric Larson about the Garden and will invite him to visit. Director Thompson suggested that the letters Eberhardt just sent out be resent after the first of the year to remind people.

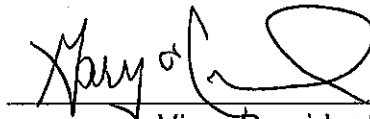
B: Financials: Executive Director Eberhardt submitted the financial statements as of November 30, 2004 focusing on Budget vs. Actual. She noted that the budget was looking good in many areas, and that she would bring a revised 2004-2005 budget to the Board in January. She said, as noted before, that staff salaries and benefits had been underbudgeted for this year, and that staff were already receiving more than was budgeted with only a one-step increase. She said she is very proud of the staff and the hard work they do. Director Croucher stated the budget shouldn't affect staff step increases; as we continue to go forth they should receive the increases their performance suggests. Eberhardt mentioned she cannot get the financial records needed from the County Water Au-

thority in time for our Board meetings and suggested the Board consider changing the time of the month for meetings. Director Croucher asked that this be an item on next month's agenda.


C. Board Comments: Director Thompson said he has given away so many decks of cards to promote the Garden that he would like to have 10 more decks. Alternate Director Breitfelder stated that he has joined the Garden's *Membership Task Force* and encouraged all Board members to join one. Director Lewinger complimented the staff on the increase of activity at the Garden, stating that it is evident that the energy is snowballing and the numbers of visitors could increase to an all-time high soon. Alternate Director Taccone stated it was very nice to be at this meeting and hear such good news reported all around – he said he is pleased to serve on the Board.

Docent President Sue Chambers reported that 7 docents have graduated recently and all docents are very enthusiastic about the Garden. She stated that one of the docents actually volunteers 75 hours per month!

There being no further business to be considered the Vice President declared the meeting adjourned at 4:40 p.m.


Vice President

ATTEST:


Secretary