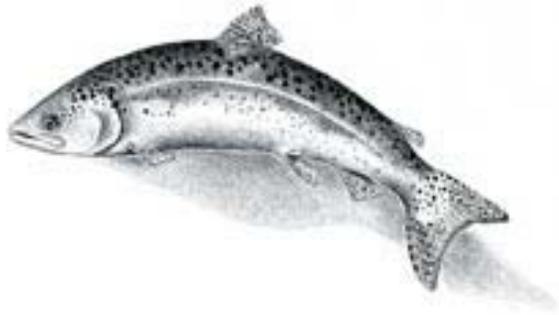




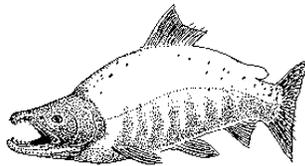
Resource Conservation District of Santa Cruz County (RCDSCC)

Site Handbook



Watershed Stewards Project Mission

The mission of the AmeriCorps Watershed Stewards Project is to conserve, restore, and enhance anadromous watersheds for future generations by linking education with high quality scientific practices.



Sockeye Salmon



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Introduction

Site Description

Contact Information

Resource Conservation District of Santa Cruz County
820 Bay Avenue, Ste. 128
Capitola, CA
95010
Phone: (831) 464-2950
Fax: (831) 475-3215
www.rcdsantacruz.org

Site Supervisor/Mentor/Co-mentors:

Karen Christensen, Executive Director: Site Supervisor
Kelli Camara, Program Manager: Mentor
Nik Strong-Cvetich, Program Specialist: Co-mentor
Alicia Moss, Program Specialist: Co-mentor
Angela Stuart, Program Specialist: Co-mentor
Bryan Frueh, Program Specialist: Co-mentor

Description:

RCDs are special districts of the state of California, set up under California law to be locally governed agencies with their own locally appointed, independent boards of directors. RCDs were formed nationally in the late 1930's and began in California in the early 1940's. Presence of the RCD in Santa Cruz County started in the 1940's and expanded to include more areas of the County in the 1970's.

The Resource Conservation District of Santa Cruz County (RCDSCC) manages and implements contracts awarded by State Water Resources Control Board (SWRCB), Regional Water Quality Control Board (RWQCB), State Coastal Conservancy, The Nature Conservancy, US Fish and Wildlife Service (USFWS), Department of Fish and Game (DFG) American Rivers, etc. for the development and completion of fish passage, sediment reduction and habitat enhancement projects. The RCDSCC has a long history of working with private and public landowners. The RCDSCC has facilitated the Santa Cruz Integrated Watershed Restoration Program since 2003. This program has a strong track record of working with DFG, NOAA/NMFS, USFWS, RWQCB, County of Santa Cruz, NRCS and the Army Corps of Engineers (ACOE) on the identification, development and implementation of high priority fish passage improvement and habitat restoration projects throughout Santa Cruz County.

In addition, the RCDSCC has extensive experience in watershed outreach and education activities. The RCDSCC has long recruited volunteers, has established a contact list for volunteers and has organized and facilitated volunteer restoration days. The RCDSCC has successfully held numerous workshops help educated and/or provide technical assistance to the community on various resource issues. The RCDSCC, in coordination with various partners, helped established a Watershed Education Program with local elementary schools. The RCDSCC attends several public events where we set up a booth, provide information on conservation and the RCDSCC programs, answer community inquiries, etc. The RCDSCC also hopes to get more involved with outreach regarding the importance of large woody debris in stream systems throughout Santa Cruz County for coho and salmonid recovery. We hope to develop a large woody debris outreach program which coincides with other local efforts on this important issue.

The RCDSCC, in coordination with several partners, has a broad spectrum of programs ranging from our Chipper Program, Livestock and Land Program, Rural Roads and Home Drainage Program, Permit Coordination Program, Integrated Watershed Management Program, Agricultural Water Quality Programs, Watershed Education Programs, etc. The diverse work that the



RCDSCC does provides a great learning environment of local resources issues and the various things being done in the County to address such concerns. The RCDSCC works in coordination with various partners including nonprofits and other local/stat/federal agencies and the members will likely have the opportunity to work with such partners which would further improve their skill set and experience in the importance of collaboration.

Additional benefits of this WSP placement is that it's an excellent learning opportunity for members to see all the components required for implementing fish passage and habitat improvement projects. In winter and spring we begin developing projects for that year which will include coordination with consultants and agencies, contracting with consultants and contractors, permitting, pre-construction surveys, completing CEQA etc. In summer and early fall we complete construction of such projects and in late fall/early winter we complete post construction activities including follow-up with permitting agencies, closing out contractor and consultant contracts, completing final close-out documents, completing final photo monitoring, etc. Members would be able to assist and/or learn about all the various steps to get restoration work completed.



General Calendar of Duties

****This is anticipated schedule, timeframes are subject to change based on unforeseen events or changes**

<i>Month</i>	<i>Location</i>	<i>Site Duties</i>	<i>Work Load</i>	<i>Typical Work Hours-Based on a full time schedule</i>
Winter				
December	RCDSCC	Orientation of RCDSCC, identify school(s) for Real Science, update volunteer list, website volunteer/education/outreach tasks, project database, monthly check in	Full Time	32-40 hours/wk
January	RCDSCC	Winter stream assessments, Real Science, monthly check in	Full Time	32-40 hours/wk
February	RCDSCC	Start identifying individual project, identify conservation materials/set-up for public events, update volunteer list, website volunteer/education/outreach tasks, project database, Real Science, website volunteer/education/outreach tasks, project database, monthly check in	Full Time	32-40 hours/wk
Spring				
March	RCDSCC	Workshop/tour opportunities, assist in project management for fish habitat and passage projects including permitting, conservation planning, etc., website volunteer/education/outreach tasks, project database, Real Science, project database, monthly check in	Full Time	32-40 hours/wk
April	RCDSCC	Spring stream assessments, Real Science, monthly check in	Full Time	32-40 hours/wk
May	RCDSCC	Workshop/tour opportunities, assist in project management/development for fish habitat and passage projects including permitting, conservation planning, etc., website volunteer/education/outreach tasks, project database, Real Science, monthly check in	Full Time	32-40 hours/wk



Summer				
June	RCDSCC	In field trainings (pre construction species surveys, vegetation assessments, etc.), assist in project management/ development for fish habitat and passage projects including permitting, conservation planning, etc., start individual project, project database, monthly check in	Full Time	32-40 hours/wk
July	RCDSCC	Summer stream assessments, monthly check in	Full Time	32-40 hours/wk
August	RCDSCC	In field trainings (pre/during construction surveys), assist in project management/ development for fish habitat and passage projects, individual project, monthly check in, project database	Full Time	32-40 hours/wk
Fall				
September	RCDSCC	Organize volunteer planting days for fish habitat/passage projects, Real Science, project database, monthly check in	Full Time	32-40 hours/wk
October	RCDSCC	Organize volunteer planting days for fish habitat/passage projects, Fall stream assessments, Real Science, individual project, project database, monthly check in	Full Time	32-40 hours/wk
November	RCDSCC	Wrap up Individual Project, summary of tasks complete and skills obtained, project database, conclude any outstanding tasks	Full Time	32-40 hours/wk



Description of Site Duties

The members will be spending approximately 60% of their time on watershed assessment work, 20% of their time on real science education/community outreach, 5% time on volunteer recruitment and 15% of time on member development (i.e. WSP training and site training).

Several RCDSCC projects have been implemented within the Corralitos Creek, San Vicente Creek and Soquel Creek Watersheds which are all critical streams for steelhead and/or coho species recovery. The stream assessments that members would complete will evaluate the effectiveness of past and current fish passage improvement and habitat enhancement projects along these stream reaches. We implement the projects and complete monitoring as required by the grant and/or Program but it is essential to continue documenting the status of the sites and to determine if follow-up activities (i.e. revegetation) are necessary. Our long term goal is to create a database where we can organize all project information so we can better identify cumulative impacts of these projects and evaluate cost effectiveness for future projects.

Watershed education and outreach is part of the RCDSCC's mission and while this has been strong in the past, these efforts need to be revamped. We have a variety of outreach and education efforts in place but have not had the opportunity to update and improve many of these education and outreach systems. We'd like to build on existing watershed education programs in the schools as well as work with new schools in different watersheds. We'd like to improve our community education methods as we used to offer more frequent watershed tours and workshops to the public. The RCDSCC would like to update our website to ensure the most current and relevant reference materials are made available to the public. We'd like to organize watershed materials and displays that we bring to public events in order to more effectively describe our mission and the importance of conservation. We have historically completed direct landowner outreach for backyard restoration and we think it is essential to keep this effort growing as we value the opportunity to work with landowners in a non-regulatory setting to improve our natural resources. In summary, we'd like to build upon and improve existing educational and outreach opportunities, while working to create new needed programs.

Additionally establishing a reliable volunteer base is critical given the current economy. The RCDSCC would like to establish an organized volunteer process for the people in the local community who have inquired how they can help conservation efforts, for which the RCDSCC does not currently have a process/program. The RCDSCC has been working on the establishment of a volunteer recruitment process. The members would assist in refining this process. The RCDSCC would provide existing volunteer contact lists and the members could finalize the organization of this list and establish a process for community inquiries regarding volunteer opportunities.

Fortunately, the WSP is organized to complete watershed education, watershed assessments and outreach, all of which are areas we would like to improve and/or build upon. On the flip side, we are very active in completing on-the-ground restoration projects which provides an excellent learning opportunity for field training and individual projects.

The two members would be based in the RCDSCC office in Capitola but would work in schools and watersheds throughout the County. Additionally, the members would have the opportunity to work directly with RCDSCC partners, such as local nonprofits and agencies.

RCDSCC staff working with members will include Executive Director Karen Christensen, Program Manager Kelli Camara and Program Specialists Alicia Moss, Nik Strong-Cvetich and Angie Stuart (please refer to attached resumes and qualifications). The aforementioned staff works on a range of the Programs which brings a broad spectrum of skill sets and experience to mentoring.

The RCDSCC has a variety of publications available in the office for members. For the educational component, the RCDSCC can provide a copy of the Watershed Cruzin' Guide for the applicable grade(s). These guides were developed to expand a curriculum in the classroom for watershed education specific to certain grade levels. Additionally, we have contracted with a consultant as Program Manager to facilitate the Watershed Cruzin' Program and the members will have the ability to



coordinate directly with the Program Manager regarding watershed education. The RCDSCC also has and/or has access to watershed plans and assessments available for the San Vicente, Corralitos and Soquel Creek Watersheds. The RCDSCC, in coordination with numerous local, state and federal partners, completes a variety of field activities including, but not limited to, anadromous fish species surveys, conservation planning, vegetation assessments and field visits with the USDA Natural Resources Conservation Service. Additionally, the RCDSCC is always working to increase staff's technical knowledge by attending local trainings and workshops. This training opportunity could be available to members as applicable to WSP goals.



ISPs and Outreach Events

ISP Information

There are multiple options for ISP projects and the RCDSCC is excited to work with WSP members to choose a project that sparks their interests. One project could be to recruit and build a volunteer base for invasive weed removal as part of the Weed Management Area (WMA) program. The WSP member could also assist with recruiting volunteers for Community Restoration Days which are part of our ongoing Soquel Creek Habitat Restoration Projects. This project also involves working with school age volunteers and their families.

Other options include completing effectiveness assessments of RCDSCC projects implemented in recent years, monitoring of active projects, and assisting with current project implementation.

Some other program areas of interest include our Rural Roads Sediment Reduction Program (sediment reduction in Salmonid streams), Livestock and Land Program (focuses on reduction of nutrients and sediments from livestock facilities), Soquel, San Vicente, and Corralitos Creeks Restoration Projects (focus in habitat improvement and removal of fish passage barriers), and the Large Woody Debris Program (focused on educating landowners on the importance of Large Wood Debris to Salmonid habitat).

Outreach Information

The RCDSCC will have a booth at Earth Day in April 2012. WSP members could present a specific topic related to Salmonids. They could get creative by designing an educational game for children, or some other fun activity for the event.

The Large Woody Debris Program is focused on educating landowners on the importance of Large Wood Debris to Salmonid habitat. Many other RCDSCC programs have outreach components that include workshops, recruitment of landowners or project, and technical trainings. Programs includes Rural Roads Sediment Reduction Program (sediment reduction in Salmonid streams), Livestock and Land Program (focuses on reduction of nutrients and sediments from livestock facilities), Watershed Cruzin education program, Healthy Watershed Restoration Program, the Home Drainage Program, and Agriculture related programs.

WSP members are encouraged to research potential events for RCDSCC participation where the members could table the event.



Education

Education Notes

Educational opportunities at this WSP site abound, and there is plenty of encouragement to do classroom science and public outreach.

You will be working in-depth with our educational consultant, Julia Davenport, to help deliver our [Watershed Cruzin'](#) curriculum in the classrooms. We have a number of schools we work with directly in the classroom, namely [Soquel Elementary](#), [Main Street Elementary](#) and Pacific Elementary. She will work with you on classroom placement, and development of the watershed learning toolkit. We have a number of curricular resources available in addition to the WSP materials.

The RCDSCC has several education events during the year in which the AmeriCorps Members can participate and even organize. Fall and Spring, in conjunction with Soquel Elementary, we host a Community Restoration day in which invasive weeds are removed and native plants installed in the riparian habitat along Soquel Creek. Contact the teachers and principal right away to get an idea of what they expect from you for this event.

With engaging classroom activities such as "Whose Water Is It?" and in-depth outdoor investigations like "Exploring a Stream," there are number of pre-planned activities that the RCDSCC has developed.

Site / Region Specific Education Resources

The RCDSCC has a wealth of materials on site to support watershed education. Our Watershed Cruzin' curriculum encourages students to nurture a personal relationship with their neighborhood watershed. **Watershed Cruzin': An Activity Guide to Santa Cruz County Watersheds** makes it easier for fourth through twelfth grade teachers to help students explore their local watersheds using twenty-five classroom and field-based activities. Included in the 300-page activity guide binder is a CD-ROM with information-rich data files and historical photographs. Teachers access a downloadable GIS mapping program to print county-wide relief maps.

In addition to Watershed Cruzin' the Seymour Marine Discovery Center has agreed to assist in developing a watershed learning kit for field based learning experience.



Local Ecology

Descriptions of Local Ecology

The weather on this part of the Central Coast varies, especially with the coastal influence. The summers are typically foggy in the morning and evenings with warm weather in the afternoons. September and October often have the warmest weather (but still be prepared for fog!). Winters are typically cold and/or rainy, and spring is cold and sunny. The mountain areas typically have the most extreme weather in that they are warmer in the summers and get the most rainfall in the winters.

Santa Cruz County is home to coastal redwoods, marine habitat, slough systems, sand hills habitat, rangelands, riparian areas, urban areas, agricultural lands and much more. The RCDSCC works in a variety of these systems to reduce erosion, improve water quality and improve habitat conditions for a variety of species, several of which are special status species. Many of the special status species we design our projects around are Coho salmon, steelhead, California Red Legged Frog, Santa Cruz Long Toed Salamander, Tiger Salamander, Western Pond Turtle, Mount Hermon June Beetle, tidewater goby, etc. We encourage members to research and/or ask questions about particular habitat types or species of interest.

As it relates specifically to the mission of WSP, there are several anadromous streams in Santa Cruz County. Coho salmon (*Oncorhynchus kisutch*) and steelhead trout (*Oncorhynchus mykiss*), listed as a threatened species under the Federal Endangered Species Act, are known to be present in San Vicente Creek and Soquel Creek from historical accounts and current data (Coast Dairies Long Term Resource Protection and Access Plan, 2003 and Soquel Creek Watershed Assessment and Enhancement Plan, 2003). In 2008, surveys conducted by NMFS' Southwest Fisheries Science Center confirmed presence of Central California Coast (CCC) juvenile Coho in San Vicente Creek and Soquel Creek Watersheds. Despite their presence in both watersheds, steelhead and coho salmon populations have been plummeting over the past several years, due to a number of factors including migration barriers, lack of woody material, and the loss of native riparian vegetation (Coast Dairies Long Term Resource Protection and Access Plan, 2003 and Soquel Creek Watershed Assessment and Enhancement Plan, 2003). Many of our projects in these watersheds are geared towards improving the aforementioned conditions.



Housing and Local Resources

Housing Contact List

Housing in Santa Cruz can be very expensive and hard to find due to the large student population and desirable location. There are also many neighborhoods throughout the County, each with its own unique community. Please feel free to talk to any of the RCDSCC mentors or staff about the locations you are considering for housing to get an idea about that neighborhoods characteristics.

Also consider your proximity to the RCDSCC office and your form of transportation. Traffic can be heavy during the morning and evening commutes.

Housing Information

Some good web sites with general information about finding a place to live

Newspaper Classified Housing Ads

Santa Cruz County Sentinel,
www.santacruzsentinel.com
Watsonville Register-Pajaronian
www.register-pajaronian.com
Scotts Valley Banner
Valley Press (San Lorenzo Valley)
San Jose Mercury News
www.mercurynews.com
Good Times
www.gtweekly.com
Metro-Santa Cruz

Internet Resources for Housing

Craig's List (a non-commercial bulletin board)
www.craigslist.org
Cabrillo College Housing Board
www.cabrillo.edu/services/housing

Local Resource Contacts

Resource Conservation District of Santa Cruz County
820 Bay Ave, Ste 128
Capitola, CA 95010
(831) 464-2950
www.rcdsantacruz.org

Natural Resources Conservation Service
Rich Casale, District Conservationist
820 Bay Ave, Ste 128
Capitola, CA 95010
(831) 475-1967
Richard.casale@ca.usda.gov



County of Santa Cruz
Chris Coburn, Water Resources Program Analyst
701 Ocean Street, Room 312
Santa Cruz, CA 95060
(831) 454-2763
chris.coburn@co.santa-cruz.ca.us
www.co.santa-cruz.ca.us

County of Santa Cruz
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kristen.kittleson@co.santa-cruz.ca.us
www.co.santa-cruz.ca.us

Alnus Ecological
Jim Robins, Principal
3725 Canon Avenue
Oakland, CA 94602
510-332-9895
Jrobins@alnus-eco.com
www.alnus-eco.com

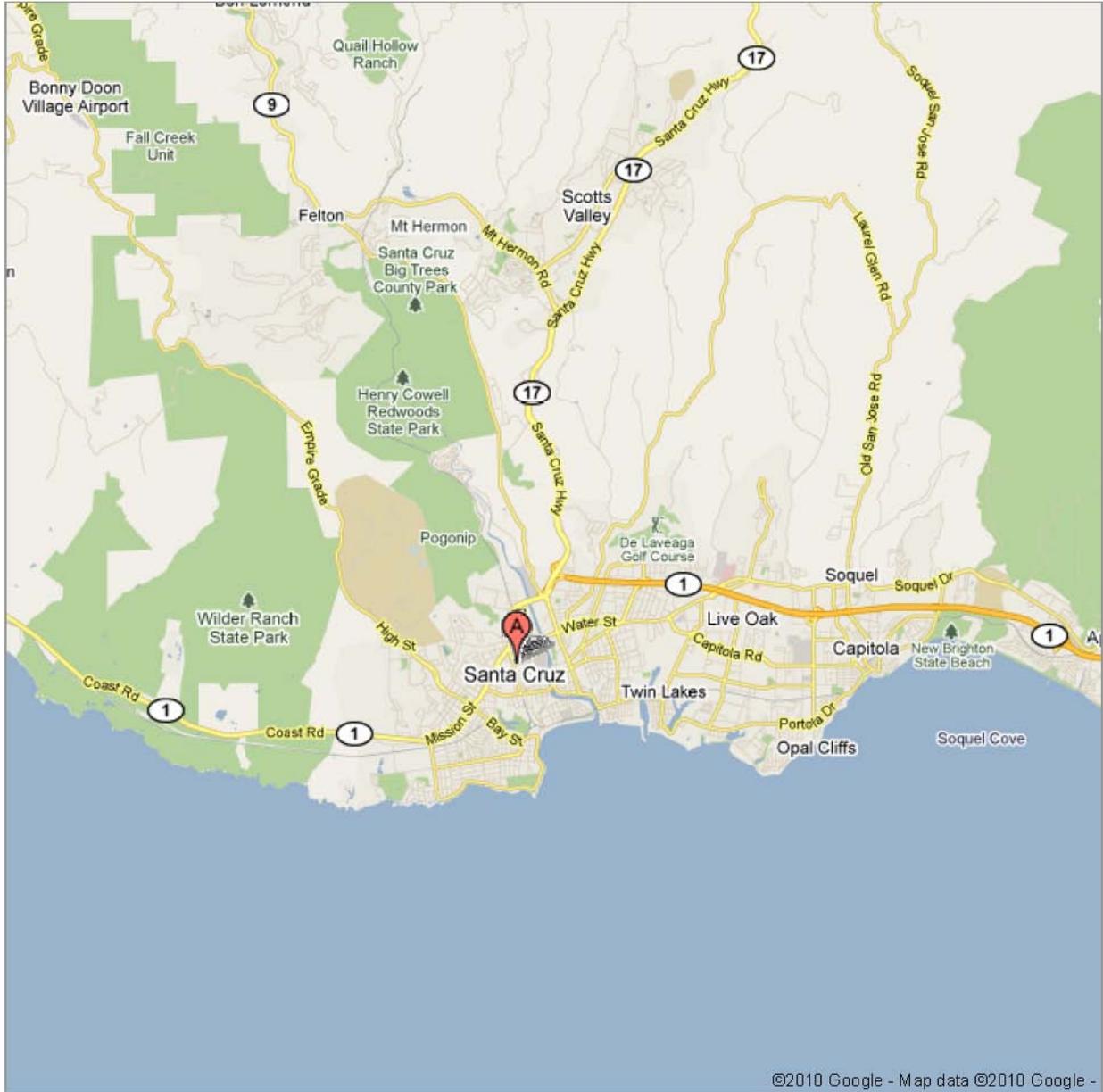
Monterey Bay Salmon and Trout Project
www.mbstp.or
mbstp@aol.com

We have too many partnering organizations to list and contacts change depending upon the specific project. Additional contact will be provided as needed.



Community Information

Map of Area





Community Demographics

Recorded from the [census](#) of 2000,^[28] there were 54,593 people total with 20,442 households and 10,404 families residing in the city. The [population density](#) includes 1,682.2/km² (4,356.0/sq mi). There were 21,504 housing units at an average density of 1,715.8/sq mi (662.6/km²). The racial makeup of the city was 78.74% [White](#), 17.39% [Hispanic](#) or [Latino](#), 1.73% [African American](#), 0.86% [Native American](#), 4.90% [Asian](#), 0.13% [Pacific Islander](#), 9.14% from [other races](#), and 4.50% from two or more races.

There were 20,442 households out of which 25.1% had children under the age of 18 living with them, 37.0% were [married couples](#) living together, 9.6% had a female householder with no husband present, and 49.1% were non-families. 29.3% of all households were made up of individuals and 7.6% had someone living alone who was 65 years of age or older. The average household size was 2.44 and the average family size was 2.98.

In the city the population was spread out with 17.3% under the age of 18, 20.5% from 18 to 24, 32.6% from 25 to 44, 21.0% from 45 to 64, and 8.5% who were 65 years of age or older. The median age was 32 years. For every 100 females there were 99.2 males. For every 100 females age 18 and over, there were 97.9 males age 18 and over.

The median [income](#) for a household in the city was \$50,605, and the median income for a family was \$62,231 (these figures had risen to \$59,172 and \$80,496 respectively as of a 2007 estimate). Males had a median income of \$44,751 versus \$32,699 for females. The [per capita income](#) for the city was \$25,758. About 6.6% of families and 16.5% of the population were below the [poverty line](#), including 12.5% of those under age 18 and 4.8% of those age 65 or over.

Community Services

Groceries:

Near to the office is a Nob Hill grocery store, but also close on 41st avenue is a Whole Foods and New Leaf Natural markets. Trader Joes is located close in Capitola just off the other side of the Capitola Mall. There are a few Safeway's located on Mission St. and Soquel Ave in Santa Cruz proper. The famous grocery store in Santa Cruz is Staff of Life located on Soquel Ave.

Every Saturday there is a farmer's market at Cabrillo College. Every Wednesday follow the sounds of the drum circle to the downtown farmer's market.

Coffeeshops and Restaurants:

There are many dining options nearby the office in Capitola. A favorite of the staff is Gayle's just down the street—they offer baked goods, coffee, and diner style food. Also close is the Sushi Garden (right across the courtyard!), they have a huge array of sushi rolls and Japanese food.

Away from the office a popular (and CHEAP) breakfast place is Paula's on Portola--\$1.99 for a basic breakfast. Also excellent other options for breakfast are Zachary's, Walnut Café, and Café Brazil.

Dinner downtown, try the Palomar for cheap but good tacos and burritos, Tacos Morenos is a great deal on Soquel Ave. Pink Godzilla Sushi is found on 41st, Pizza My



Heart can be found in Capitola Village, 41st Ave, and Downtown. For vegetarians Dharma's, the Malabar, and Charlie Hong Kongs.

Health Services:

Dominican Hospital

1555 Soquel Drive
Santa Cruz, CA 95065-1794
(831) 462-7700

Palo Alto Medical Foundation

2850 Commercial Crossing
Santa Cruz, CA 95065-1702
(831) 460-7350

Transportation:

State Routes [1](#) and [17](#) are the main roads in and out of Santa Cruz/Capitola. Geographically constrained between the Santa Cruz Mountains and the Monterey Bay, the narrow transportation corridor served by SR 1 suffers mild congestion. The ramp from SR 1 northbound to SR 17 southbound, onto Ocean Street, is commonly known as the "fish hook" due to its tightening curve. A project to widen the highway and this interchange was begun in 2006 and completed in the fall of 2008.

The [Santa Cruz Metropolitan Transit District](#) provides bus service throughout [Santa Cruz County](#). Metro also operates bus service between Santa Cruz (city) and [San Jose](#) by way of a partnership with the [Santa Clara Valley Transportation Authority](#) and [Amtrak California](#). Connections are possible in San Jose. A complete transit itineraries between Santa Cruz and [San Francisco Bay Area](#) cities and [major airports](#) are available from [.iridethebus.org](#) [Greyhound Lines](#) bus service is another option for visiting Santa Cruz.

The nearest airports for commercial travel are [San Jose International Airport](#), [Monterey Peninsula Airport](#), [San Francisco International Airport](#), and [Oakland International Airport](#).

Santa Cruz and Capitola have an extensive network of bike lanes and bike paths. Most major roads have bike lanes, and wide, luxurious bike lanes were recently installed on Beach Street, near the [Santa Cruz Beach Boardwalk](#). Additionally, there are levee bike paths along the [San Lorenzo River](#). A [Rail Trail](#) -- a bicycle and pedestrian path beside an existing coastal train track—is under consideration.^[33]

The [Santa Cruz, Big Trees and Pacific Railway](#) operates diesel-electric tourist trains between the [Santa Cruz Beach Boardwalk](#) and Roaring Camp in [Felton](#), through [Henry Cowell Redwoods State Park](#), with its famous [Redwood Grove](#) walking trail.



Recreation:

Santa Cruz is well-known for watersports such as [sailing](#), [diving](#), [swimming](#), [paddling](#), and is regarded as one of the best spots in the world for [surfing](#). It is the home of [O'Neill Wetsuits](#) and Santa Cruz Surfboards, as well as Santa Cruz Skateboards and Santa Cruz Bicycles. Santa Cruz also houses Derby skate park. The [Santa Cruz Beach Boardwalk](#) is California's oldest [amusement park](#) and a designated State Historic Landmark. Home to a [National Historic Landmark](#), a 1911 [Charles I. D. Looff Carousel](#) and 1924 [Giant Dipper](#) roller coaster, the Boardwalk has been owned and operated by the Santa Cruz Seaside Company since 1915.

In one of the first published descriptions of surfing in California, three Hawaiian princes, [Prince Edward Keli'iahonui](#), [Prince David Kawānanakoa](#) and [Prince Jonah Kalaniana'ole](#), surfed on locally milled redwood boards at the mouth of the San Lorenzo River in July 1885. Santa Cruz has 11 world-class surf breaks, including the point breaks over rock bottoms near [Steamer Lane](#) and [Pleasure Point](#), which create some of the best surfing waves in the world.



Entertainment and Community Events

Resources for Affordable Entertainment Options

The community does an excellent job organizing special gatherings, great music, superb theatrical productions and other fun events. There are several opportunities for entertainment and community events including music, performing arts, outdoor activities, etc. Additionally, Santa Cruz is a great location for outdoor sports such as surfing, mountain biking, hiking, running, kayaking, disk golf, etc. Santa Cruz is also in close proximity to San Francisco, Monterey, Carmel and other nearby locations that also offer entertainment and community activities. Provided below are *some* online resources for activities in, or near, Santa Cruz, but feel free to research activities you are particularly interested in.

Various Event Calendars:

<http://events.santacruzsentinel.com/>

<http://www.goodtimesantacruz.com/santa-cruz-area-events.html>

<http://www.metrosantacruz.com/>

<http://www.visitsantacruzcounty.com/>

<http://www.santacruzca.org/events/index.php>

Movie Theaters:

Del Mar Theatre

www.thenick.com - (831) 469-3224

Regal Santa Cruz 9

www.regmovies.com - (831) 457-3505

Green Valley Cinemas 6

www.greenvalleycinema.com - (831) 761-8200

CineLux 41st Avenue Cinema

www.cineluxtheatres.com - (831) 479-3504

Regal Riverfront Stadium 2

maps.google.com - (831) 429-7250

Nickelodeon Theatre

www.thenick.com - (831) 426-7500

CineLux Scotts Valley Cinema

www.cineluxtheatres.com - (831) 438-3260

Music Venues:

Moe's Alley

<http://www.moesalley.com/>

Catalyst

<http://www.catalystclub.com/>

The Rio

<http://www.riotheatre.com/event.html>

Kuumbwa Jazz Center

Educational:

UCSC Seymour Marine Discovery Center at Long Marine Laboratory

<http://seymourcenter.ucsc.edu/>



UCSC Arboretum
<http://arboretum.ucsc.edu/>

Elkhorn Slough Foundation
<http://www.elkhornslough.org/>

Monterey Bay Aquarium
<http://www.montereybayaquarium.org/>

Museums:

Santa Cruz Surfing Museum
<http://www.santacruzsurfingmuseum.org/>

Santa Cruz Museum of Natural History
<http://www.santacruz museums.org/>

Agricultural History Project
<http://www.aghistoryproject.org/>

Capitola Historical Museum
<http://www.capitolamuseum.org/>

The Museum of Art and History
<http://www.santacruzmah.org/>

Farmer's Markets:

<http://www.santacruzfarmersmarket.org/>

Other Popular Destinations:

Santa Cruz Beach Board Walk
<http://www.beachboardwalk.com/>

The Mystery Spot
<http://www.mysteryspot.com/>

Santa Cruz Wharf
<http://www.cityofsantacruz.com/index.aspx?page=648>

East Cliff Drive

West Cliff Drive

Pleasure Point Beach



Recurring Event List

- [Shakespeare Santa Cruz](#) — An annual summer festival at UC Santa Cruz, the event typically performs two [Shakespeare](#) plays and one other play every summer, many of which are performed in a unique outdoor space among the redwoods.
- Santa Cruz Film Festival — An annual event for independent filmmakers to share their work with film enthusiasts
- Santa Cruz Pride — The annual parade is a celebration of sexual preference and diversity in Santa Cruz, held on the Pacific Avenue mall.
- Open Studios Art Tour — The art fair has been run for more than three decades and draws artists and patrons from around the area.
- [O'Neill](#) Cold Water Classic — An annual surfing event that draws crowds at the popular [Steamer Lane](#).
- Wharf to Wharf Race — An annual race which has been held for more than three decades
- Woodies on the Wharf — An annual [woodies](#) show that takes place on the Santa Cruz Wharf.
- Santa Cruz [Farmers Market](#) - Several year-round outdoor markets showcasing the agricultural diversity of the Central Coast region with emphasis on [sustainable agriculture](#) and [organic food](#). Regional specialties include strawberry, apple, artichoke, artisan goat cheeses and [brassica](#). The main market is held downtown on Wednesdays.



Helpful Hints

Food for thought

1. Do a little research on the area's history and ecology.
2. Don't be afraid to ask questions!
3. Save all of your work on the network drive so that everyone has access to it.
4. We always love to hear ideas for projects, so be creative.
5. The RCDSCC works with many private landowners and confidentiality is key to those relationships, so please be careful what information you share outside of the office.
6. The landowners we work with come from many places and many backgrounds. Remember environmental work is not everyone's first priority so be respectful of different opinions and levels of knowledge from landowners and partners. Many people we work with have been working the land longer than a lot of us have been alive!



ATTACHMENTS

Contact List

RCD DIRECTORS

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RCD STAFF

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STUART, Angie (Conservation Program Specialist)
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USDA NRCS STAFF

CASALE, Richard (District Conservationist)
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Site Protocols & Information

RESOURCE CONSERVATION DISTRICT

The RCD's mission is to help people protect, conserve, and restore natural resources through information, education, and technical assistance programs.

The Santa Cruz County Resource Conservation District (RCD) advises and assists land users and public agencies, and develops public education programs in the fields of conservation, land use planning, and pollution control. Natural Resource areas of concern include erosion control, water conservation, water quality, wildlife, rangeland, and watershed management. The RCD works closely on these issues with the USDA Natural Resources Conservation Service (NRCS) who serves as the RCD's technical staff.

REPORTING STRUCTURE

Administrative supervision of RCD staff will be the responsibility of the Executive Director and the Director of Finance (except as noted in individual Position Descriptions). Technical review will be provided by the USDA Natural Resources Conservation Service District Conservationist.

WORK HOURS

All employees will have a set schedule of hours, to be posted weekly in the office, established by the Executive Director and the Director of Finance. Hours accrued beyond the total allowed will not be paid. Flex-time can occur, but must be pre-approved by the Executive Director or Director of Finance and must be used within the same pay period as accrued. NO exceptions.

MILEAGE REIMBURSEMENT

Employees will be reimbursed for official business miles driven in a personal vehicle at a rate established by the County Auditor-Controller and adopted by the Resource Conservation District Board of Directors. Reimbursement forms must be submitted to the Director of Finance on a monthly basis and no later than the 2nd day of the following month.

BUSINESS EXPENSES

Employees must submit a written "authorization form" and receive approval from the Executive Director or Director of Finance prior to purchasing supplies/equipment or registering for a conference. Any monies spent without following this procedure are subject to not being reimbursed. Subsequent reimbursement forms must be submitted (with original receipts) to the Director of Finance on a monthly basis and no later than the 2nd day of the following month. All equipment, supplies, photographs/slides, etc. purchased with RCD funds and any work products will be returned to the RCD upon termination of employment.

PERFORMANCE EVALUATIONS

Most supervisors are aware of the quality of an employee's performance, but this awareness is a continuing process, a formal discussion with the employee should take place at least once a year. The evaluation should be a culmination of numerous informal observations, checks, and discussions made throughout the year. The formal discussion with the employee should take place prior to and be the basis for decisions made regarding merit salary increases.

The person who is most familiar with the employee's work and who was involved in setting the performance standards should evaluate an employee's performance. In most cases, this is the employee's immediate supervisor. Employee evaluations are the responsibility of the Executive Director, the Director of Finance, the Program Director, and/or the District Board's designee.



All employees want and have a right to know what is expected of them in their jobs and how well they are performing. A Performance Evaluation based on objective criteria should help achieve peak performance from employees. Performance Evaluations will be jointly conducted between employee, the Executive Director, and the Director of Finance. Program Directors will evaluate program employees. Evaluations will be scheduled once a year, and review of employee responsibilities and compensation will occur at that time.

At the discretion of the Executive Director, Director of Finance, Program Director, and Board of Directors, employee position descriptions will be subject to amendment, deletion, or addition of duties. It is agreed that a minimum of thirty-day written notice should be given by either party to cancel or amend the employee position description. An exception to this thirty-day notice is the termination of grant funds.

The following benefits of performing employee evaluations may be realized:

1. Individual performance be assessed
2. Supervisor employee relations improve
3. Good work will be recognized
4. Personnel actions, such as pay raises, promotions, and removals will be based on sound, objective criteria, and will be documented
5. Employees and supervisors will be made more aware of job requirements and needed changes in job duties
6. Employees will be more aware of their supervisor's judgment of their performance
7. Training needs will be identified

GRIEVANCES

It is be the policy of the RCD that employees be treated fairly and equitably in all respects. Those employees who believe they have not been treated in this manner should have the right to present their grievances to the appropriate officials for consideration.

Employees have the right to present their grievances on their own behalf or through representatives of their choice. The following system has been developed which will permit employees to present formal and informal complaints. The organizational structure should be followed to express grievances. The filing of grievances should not be considered as reflecting unfavorably on an employee's performance or loyalty. The following procedure has been established for processing formal and informal grievances.

1. Whenever possible, grievances should be resolved informally. Every effort should be made by the employee and supervisor to come to an agreeable resolution of the grievance within a reasonable period of time (two weeks). Complaints for which the supervisor does not have the authority to resolve should be referred to the District Board of Directors immediately.
2. Unsuccessful attempts at an informal resolution of a complaint may be followed by a formal grievance. In the event of a formal grievance the employee shall prepare a written statement which details the grievance, describe the remedial action being sought, and provide all information available in support of the complaint.
3. Upon receipt of a written grievance, the supervisor should make all reasonable efforts to resolve the complaint. If the grievance is not resolved, it shall be forwarded to the Chair of the District Board of Directors within seven days of the District receiving it, along with a statement of the efforts made to resolve the problem.
4. The Board of Directors shall make its decision on the grievance within 15 working days of receiving it or, if not possible, at the next schedule Board Meeting.

LEAVE WITHOUT PAY

Any employee may request, in writing, a period of leave without pay. The Executive Director, at their discretion, may grant leave without pay, not to exceed three months. PTO will not be accrued and holidays will not be paid during a leave without pay.

TIME & ATTENDANCE SHEETS



All District employees are required to track hours on monthly time sheets. Time sheets serve several vital purposes: to assist in determining budget allocations; to track grant billings, justification, and progress; and as supporting documentation during routine audits.

Each employee's time sheet must be completed electronically, printed, signed, and turned in to the Director of Finance and a copy to the Program Manager (as appropriate) by the close of business on the Tuesday following Payday. A schedule will be posted in the Office showing these dates and a copy will be distributed to each employee. It is the employee's responsibility to remember to turn in their completed time sheet. Time Sheets not submitted on time will be submitted for payment in the next Pay Period. Employees are responsible for documenting PTO and holidays.

PAYDAY

Payday is every other Friday. A schedule will be posted in the Office showing these dates and a copy will be distributed to each employee.

STANDARDS OF CONDUCT AND ETHICAL BEHAVIOR

A District program cannot be effective unless it is carried out by a District staff that, in addition to being technically competent, demonstrates professional integrity in its conduct. All District employees have a responsibility to perform their assigned or contracted duties, to support their supervisors or contract management staff, and Board of Directors, and to uphold the public trust in Resource Conservation Districts.

All employees should be expected to maintain high standards of ethics and personal conduct. The following minimum requirements should be considered.

1. **Attendance.** Employees are expected to report for work and leave work at the time designated by the District. Planned time off is to be arranged with the employee's supervisor in advance. Unexpected lost time is to be reported promptly to the supervisor prior to the beginning of the employee's work period.
2. **Diligence.** Employees are expected to perform assigned duties during the entire schedule for which compensation is being received, except for a reasonable time provided to take care of personal needs.
3. **Performance.** Employees are expected to meet established performance standards. Any conditions or circumstances in the work environment that prevent an employee from performing effectively are to be reported to the supervisor or contract management staff.
4. **Outside Employment.** Employees should not engage in any outside employment or other activities that interfere in any way with the full performance of duties and responsibilities of their position.
5. **Financial Interest.** Employees should not have a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with the duties and responsibilities of a District employee or performance of contracted work or engage in a financial transaction that results from information obtained through employment or contract.
6. **Official Information.** Employees should not use or allow the use of official information gained through employment or contracted work, which has not been made available to the public, for furthering private interests.
7. **Sexual Harassment.** Employees should expect and provide a workplace free from sexual harassment. Sexual harassment may include a wide range of behaviors. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.
8. **Criminal and Unbecoming Conduct.** Employees should not engage in criminal, infamous, dishonest, immoral, notoriously disgraceful conduct, or other conduct prejudicial or deleterious or defamatory to the District, its staff, or Directors.



9. Discrimination. Employees will not discriminate against any person or group based on race, color, religion, age, sex, national origin, political affiliation, ancestry, disability, marital status, or sexual orientation.
10. Property Usage. Employees should not use or allow the use of District, State, or Federal property of any kind for other than officially approved activities.
11. Employee Debts. Employees should not fail to pay just debts, since creditors frequently involve employers in attempts to make restitution.
12. Acts of Violence. Employees should not engage in acts of violence or cause danger to property or injury to persons.
13. Drug-Free Workplace. Use of alcohol, narcotics, or other drugs in the workplace should be strictly forbidden. Prescription medication as prescribed is exempt.
14. Employees shall not use their position or association with the District to advocate positions or personal agendas. Employees shall state clearly whether or not their opinions represent the District if it could be inferred that they could be opinions of the District. Employee activities and advocacy, which result in well-known public positions, shall not conflict with the positions and goals of the District.

I have fully read and understand the requirements described in this Employee Policy.

Signature

Printed