North Santa Clara Resource Conservation District
An independent special district of the State of California

To: NSCRCD Board of Directors
From: Stephanie Moreno, Executive Director/District Clerk
Subject: Items 7.1: *Long Range Plan*
Date: March 6, 2025

Recommendation:

Accept the estimated budget for 2025-2030 Long Range Plan process and authorize the Executive Director to execute an agreement with Megan Fluke LLC in an amount not to exceed $20,250.00 for meeting facilitation and plan development support services for the 2025-2030 Long Range Plan.

Discussion:

At its February 6, 2025 meeting, the Board approved the adoption of the following process (Table 1) for development of the 2025-2030 Long Range Plan:

Table 1: 2025-2030 Long Range Plan Process

Milestone	Timeline	Key Activities and Deliverables
Design Framework & Approach	April 2025	• Develop constituent engagement approach and budget • Create long range plan outline and format • Design meeting facilitation methods • Establish detailed timing and milestones for activities and deliverables • Design project tracking and reporting approach

Board Strategic Planning Retreat (public meeting)	April-May 2025	• Hold half to full day in person facilitated planning session
		• Start refining agency mission, vision, and values
		• Start receiving board input for 2025-2030 long range plan including:
		  ○ Review resource issues and prioritize focus areas
		  ○ Establish long-range district goals
		• Build camaraderie through intentional team building

Board field trips (public meeting)	May-June 2025	• Conduct 2-3 visits to key project locations • Include presentations on project impact, lessons learned, future opportunities
Community and Constituent Engagement	May-June 2025	• Design and translate constituent survey • Develop community survey distribution approach to support broad reach including attending community events, public

Table 1: 2025-2030 Long Range Plan Process		
		workshops, online advertising, participation incentives, and collaboration with partners
Agency and Organization Engagement	July 2025	• Design and distribute agency and organization survey • Consider hosting a workshop for public agencies and nonprofit organizations with aligned missions
Board Review of Engagement results	August 2025	• Compile engagement results • Present engagement results to Board of Directors • Collect Board feedback
Complete Draft Plan	August-September 2025	• Draft long range plan • Staff and legal counsel review • Technical editing
Present Draft Plan	October 2025	• Present drafted plan at Board of Directors meeting • Collect Board feedback • Discussion of implementation approach
Present Final Plan	November 2025	• Present final plan
Disseminate Final Plan	November 2025	• Disseminate final plan to federal, state, and local agencies along with the general public

After the February Board meeting, Ms. Fluke and I met to further refine her scope of work and develop an estimate of hours needed for her to facilitate planning meetings and support development of the draft plan. I have incorporated this estimate into the overall project budget (Table 2).

Table 2: Estimated Long Range Plan Budget March 2025 through November 2026 *	
Line Item	**Amount**
525070 Printing & Reproduction	200.00
525103 NSCRCD Workshops & Trainings	2,000.00
528520 Transportation and Travel	600.00
525551 Miscellaneous Contract Services	20,250.00
Total	**$23,050.00**

* Budget to be allocated over two fiscal years.

Ms. Fluke and I will continue to consult on the Board's strategy session and the District's community engagement strategy, and a draft proposal will be presented for consideration at the April 3, 2025 Board meeting. I also will update the Board at that time of any changes that may be needed to the milestones table.