

**Regular Meeting of the Board of Directors  
 October 20, 2016  
 6:30 pm – 8:30 pm  
 Location: RCD Office**

<b>1. Call to Order</b>
<b>2. Introduction of Guests and Staff</b>
<b>3. Public Comment-</b> The Board will hear comments on items that are not on the agenda. Comments are limited to three minutes per person. The Board cannot take action on an item unless it is an emergency as defined under Government code Sec. 54954.2.
<b>4. Approval of Agenda</b>
<b>5. Consent Agenda</b> 5.1. September 14, 2016 Draft Regular Meeting Minutes 5.2. August 2016 Draft Financial Statements
<b>6. Discussion Items</b> 6.1. Executive Director Report 6.2. Directors' Reports
<b>7. Action Items</b> 7.1. Consideration of As-Needed Conservation Consultants and Strategists 7.2. Consideration of Approval of Engineering Geology and Geotechnical Services for Rural Road, Landslide, and Gully Sedimentation Reduction 7.3. Appoint Voting Delegate for California Association of Resource Conservation Districts Annual Conference 7.4. Consider 2016 Resolutions for California Association of Resource Conservation Districts ◆ Resolution 2016-01: to direct NRCS to add inadequate groundwater recharge to the list of resource concerns and components ◆ Resolution 2016-02: for replacement of the California Association of District Employees with the District Manager's Communication Committee ◆ Resolution 2016-03: approving the 2017-2019 CARCD Strategic Direction and Work Plan 7.5. Consideration of <u>Resolution 2016-5: Approval of Authority to Submit Proposal for Funding to California Coastal Commission's Whale Tail Grant Program</u> for watershed education.
<b>8. Closed Session</b> 8.1. Discuss Performance Evaluation of Executive Director
<b>9. Adjourn</b>

*Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the San Mateo RCD office, located at the address above, for the purpose of making those public records available for inspection.*

**Minutes of the Regular Meeting of the Board of Directors  
October 20, 2016  
Location: RCD Office**

Directors present: Jim Reynolds, Barbara Kossy, Neal Kramer

Staff present: RCD – Kellyx Nelson, Adria Arko  
NRCS – None

Guests: None

**1 Call to Order**

- Reynolds called the meeting to order at 6:59pm.

**2 Introduction of Guests and Staff**

- None

**3 Public Comment**

- Reynolds asked about the Alpine Fish Passage project. Nelson explained that there is barrier to fish passage in Alpine Creek, caused by the culvert under the road and how the stream has been altered. RCD is submitting a proposal to the Fisheries Restoration Grant Program (California Department of Fish and Wildlife) that was disqualified last year because it didn't have a geotechnical report. We were encouraged to resubmit with the geotechnical report. Reynolds said a neighbor to the project asked him about it. He will refer them to Nelson. Nelson said that she and Joe Issel have found the neighbors immediately downstream of the project site to be an important partner in moving the project forward.
- Kossy said that the Weed Management Area needs a location for the November 8<sup>th</sup> meeting. She asked if they could use the RCD office. Nelson said yes.

**4 Approval of Agenda**

- Nelson recommended postponing the Closed Session (Agenda Item 8.1) until Board members TJ Glauthier and Kevin Watt are present.
- Kramer moved to approve the agenda without Item 8.1, Kossy seconded. The agenda was approved unanimously.

**5 Consent Agenda**

5.1 September 14, 2016 Draft Regular Meeting Minutes

5.2 August 2016 Draft Financial Statements

- Before passing the Consent Agenda, Reynolds asked about the financial statements, and if there was a deficit. Nelson said cash flow continues to pose problems for the RCD.
- Kossy moved to accept the Consent Agenda, Kramer seconded. The Consent Agenda was approved with unanimously.

## 6 **Discussion Items**

### 6.1 **Executive Director Report**

- Nelson reported that the RCD has been very busy with 5 projects in construction, some already completed. Kossy, Glauthier, and Reynolds each visited some of the projects.
- Construction has begun on the repairs to the gully that opened on Cloverdale Road last March, delivering 4,000 cubic yards of sediment into Butano Creek in less than 48 hours. The permits are now complete.
- Kossy and Watt are going to be Board liaisons to help with RCD's strategic planning process. It will be a 3-5 year plan and will guide the development of annual work plans and staff goals. The RCD does not have the resources to do a big planning process. The committee will meet soon, and will report back to the Board.
- The Colma cemetery water and energy audits have been completed. Nelson will report soon on the total water reduction and energy use. Kramer asked if the cemeteries had implemented the recommendations. Nelson said that the RCD had just completed the audits, which looked at pump efficiency and distribution uniformity of the irrigation systems. This is the first step in working with this industry, which will hopefully lead to more projects to make them more sustainable, such as determining how much water the grass requires. Kossy asked what the cemeteries do with their grass cuttings. Nelson did not know. Nelson explained that Colma has a climate action plan. Nelson said she would like to explore a number of potential projects with the industry that would meet goals of climate action plans, but that the next step is to help the cemeteries implement the water saving practices recommended.
- Brittani Bohlke, Water Resources Specialist, will present at the California Association of Resource Conservation Districts conference on the work with cemeteries and the Fitzgerald Pollution Reduction program. Kathleen Dickey, Conservation Project Coordination, will present on the partnership with Midpeninsula Regional Open Space District to eradicate slender false brome. Nelson will participate on a panel about securing County support for RCDs.

### 6.2 **Directors' Reports**

- Kossy: Kossy requested business cards to be able to distribute at events and conferences she attends. Arko said that she will order them.
- Kramer: Kossy and Kramer attended the Central Coast Weed Symposium. Kramer shared some interesting information he learned:
  - He heard a lecture that promoted planting natives plants as a way to fight invasive plants. The speaker also explained the importance of maintenance to these habitats, and related these ideas to Permaculture, and spoke about biodiversity and cycles.
  - Groundswell Ecology spoke about their projects developing small green spaces in urban areas to empower communities, improve urban residents' connection to the outdoors, and education.

- Kramer learned that a major vector for the spread of stinkwort is gravel delivered from infested quarries. This is one reason it is often common along roads. Nelson suggested that the RCD talk to the local quarry. Kossy said she has seen weed free gravel, but not in California. Kossy will bring this up at a Weed Management Area meeting. Nelson said that there should be best management practices for quarries. Nelson said that there is rarely an opportunity to address sources of issues.
- Reynolds: There was a Mercury News article about how the South coast had recently been discovered for vacation properties. Reynolds said that it is significant for the community. Reynolds said that he saw good fish habitat at the Butano Creek Floodplain Restoration Project site and at the bridge in Pescadero where the County recently dredged.
- Kossy asked if the First Flush event happened. Nelson explained that it was called on Friday the 14<sup>th</sup>. There were very few volunteers which means that we relied more heavily on staff. The lab results take a long time, partly because we have to aggregate our data with other regions. This coming year, we have a multiyear contract agreement so we can start working on next year's event earlier. Kramer asked what the volunteer goal was. Nelson said that there are volunteer teams; each can do about 2-3 sites. Nelson noted that one site, the Seymour ditch, had not water and was not sample during the event but that is interesting information of itself.

## 7 Action Items

### 7.1 Consideration of As-Needed Conservation Consultants and Strategists

- The RCD wishes to remain accountable and transparent while also being efficient. The RCD also wants to be careful about multiple small contracts with individual firms that might cumulatively exceed the amount required for a bid process.
- This Request for Qualifications sought biological consultants. The RFQ was sent to seven firms. Alnus Ecological scored highly in all categories, the other firms were competent in at least one category. Staff recommended that the RCD add all firms to a biological consultants list.
- Kramer asked how the RCD would decide to work with what firm. Nelson said that it would depend on the project, timeline, cost, designs, etc. The flexibility is important. This process will let the RCD be transparent but also efficient.
- Kossy said that she likes this proactive method.
- Kossy moved to approve the list of as-needed consultants, Kramer seconded. The list was approved unanimously.

### 7.2 Consideration of Approval of Engineering Geology and Geotechnical Services for Rural Road, Landslide and Gully sedimentation reduction

- This RFQ was released with same rationale as the previously discussed one. This RFQ was for engineering geology and geotechnical services for roads projects and other sediment related work. This RFQ was sent to seven firms and posted on the RCD website. All of the five respondents were recommended by staff to be added to the list of consultants to work with.
- Kossy moved to approve the list, Kramer seconded. The list of engineering geology and geotechnical service professionals was approved unanimously.
- Kossy mentioned that it was good that so many firms responded; that it means they want to work with us.

### 7.3 Appoint Voting Delegate for California Association of Resource Conservation Districts Annual Conference

- Kramer moved to approve Watt as the voting delegate for the CARCD Annual Conference. Kossy seconded and the motion passed unanimously.

### 7.4 Consider 2016 Resolutions for California Association of Resource Conservation Districts

- RCDs only vote on CARCD resolutions at the annual conference. The resolutions can have a big impact, for example, pursuing funding sources focused on climate.
- Resolution 2016-01: to direct NRCS to add inadequate groundwater recharge to the list of resource concerns and components.
  - Nelson reminded the Board that the history of RCD was to provide local direction to Soil Conservation Service. The NRCS scores proposals for farm bill dollars based on resource concerns. The NRCS has standards and practices that connect to resource concerns. Currently, groundwater recharge is not on the resource concern list.
  - Kramer moved that the San Mateo RCD support Resolution 2016-01, and to provide latitude for the voting delegate to make amendments, approve amendments or overturn this decision as he sees fit. Kossy seconded and the motion passed unanimously.
- Resolution 2016-02: for replacement of the California Association of District Employees with the District Managers' Communication Committee
  - CODE was started so that RCDs had a vehicle for staff to have access to decision making at the state level. There is a new District Managers Communication Committee. This Resolution would change CODE to District Managers Communication Committee in the bylaws.
  - Kramer moved that the San Mateo RCD support Resolution 2016-02, and to provide latitude for the voting delegate to make amendments, approve amendments or overturn this decision as he sees fit. Kossy seconded and the motion passed unanimously.
- Resolution 2016-03: approving the 2017-2019 CARCD Strategic Direction and Work Plan
  - Nelson has been very involved with CARCD's strategic visioning for a number of years. She explained that the first project was to develop the vision and standards for RCDs around the state. This next phase is to implement that vision through CARCD's strategic plan. Nelson explained that the first goal is to build capacity of RCDs, the second is to increase the reach or RCDs, and third is to increase the impact of CARCD itself.
  - Kossy said it is great that there is cooperative capacity building happening together, rather than being competitive. Nelson said many realize we reflect on each other as RCDs. Since boundaries don't overlap, it makes it easier. There is a lot of sharing that happens.
  - Nelson said the only thing that brought up an issue was under the section about developing sustainable revenue streams. Nelson thinks that it should be explicit that CARCD should not seek funding that competes with individual RCDs. Nelson said she thinks it is implied, but felt it should be record somewhere.
  - Kossy asked about WMA seeking funding. Nelson and Kossy discussed seeking funding and building political capital.

- Kramer moved to support Resolution 2016-03 and for Watt to make a comment that the CARCD should not seek funding in competition with individual RCDs. Kossy seconded the motion. The motion passed unanimously.

**7.5 Consideration of Resolution 2016-5: Approval of Authority to Submit Proposal for Funding to California Coastal Commission's Whale Tail Grant Program for watershed education.**

- The RCD is applying for a grant for watershed education to the California Coastal Commission's Whale Tail Grant Program, but cannot apply for it without a Board resolution. The program involves watershed education to local elementary students, and public outreach through a storm drain art project and video.
- Kramer moved to approve the resolution to approve granting authority to submit a proposal to the grant program. Kossy seconded the motion, and it passed unanimously.

**~~8~~ Closed Session**

**~~8.1 Discuss Performance Evaluation of Executive Director~~**

**9 Adjourn**

- The meeting adjourned at 8:38pm.