

**Regular Meeting of the Board of Directors**  
**December 15, 2011**  
**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 where the Board has jurisdiction. 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> <b>5.1.</b> September 22, 2011 Draft Regular Meeting Minutes <b>5.2.</b> November 17, 2011 Draft Regular Meeting Minutes <b>5.3.</b> November 2011 Draft Financial Statements
<b>6. Discussion Items</b> <b>6.1.</b> Presentation on Rural Roads Program – Chelsea Moller <b>6.2.</b> Directors' reports on efforts regarding office space - Directors <b>6.3.</b> Executive Director Report – Kellyx Nelson
<b>7. Adjourn</b> The next Regular Meeting of the Board of Directors will be January 19, 2012.

*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.*

**SAN MATEO COUNTY RESOURCE**  
**CONSERVATION DISTRICT**  
**VOLUNTARY SIGN IN SHEET**

DATE OF MEETING: December 15, 2011

<u>NAME</u>	<u>EMAIL</u>
1. <u>NEIL CURRY</u>	<u>NEIL@THEWILLOWFARM.COM</u>
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Signing, registering, or completion of this document is voluntary, and all persons may attend the meeting regardless of whether a person signs, registers, or completes this document

**Minutes of the Meeting of the Board of Directors  
September 22, 2011  
6:30 p.m. – 8:30 p.m.  
Location: RCD Office**

Directors present: Roxy Stone, Jim Reynolds, TJ Glauthier, Rich Allen

Staff present: RCD- Kellyx Nelson, Renee Moldovan, Chelsea Moller  
NRCS- Jim Howard

Guests: Ron Sturgeon

**1 Call to Order**

- Allen called the meeting to order at 6:33 p.m.

**2 Introduction of Guests and Staff.**

- No introductions

**3 Public Comment.**

- Nelson shared a document from Hal Feeney showing improvements to his property.
- Nelson announced that the County approved Feeney's grading permit exemption
- Nelson shared a letter from Jackie Speier to congratulate the RCD for funds awarded

**4 Approval of Agenda**

- Glauthier moved to approve the agenda, Stone seconded. Agenda approved unanimously

**5 Consent Agenda**

- Nelson noted an error in section 6.3 of the June 16, 2011 minutes, "cannot have an agreement" should be changed to "does have an agreement."
- Glauthier moved to approve consent agenda with discussed corrections, Stone seconded. Consent agenda approved unanimously.

**6 Discussion Items**

- Executive Director Update by Kellyx Nelson
  - Biochar Field Trials
    - RCD was awarded Conservation Innovation Grant through NRCS to do biochar demonstrations in San Mateo County. The proposed project was in development for several years but Karissa Anderson really moved it forward. The proposal received the highest score that the program manager remembers in the grant's

history! Stone suggested the Board write a kudos letter to Anderson to congratulate her.

- Partners have been identified, a farmer has agreed to do a trial project on his property, and the RCD is working on contracting.
- RCD is also reaching out beyond the scope of this project to partner with the County's Fitzgerald Marine Reserve pollution reduction project, providing information for the county to consider use of biochar in storm drains in the Critical Coastal Area.
- One farm demonstration site is confirmed, one more is potential, and possibly doing a third trial using biochar on an equestrian operation as part of Livestock & Land program.
- Fitzgerald Pollution Prevention Program
  - As part of a stormwater permit compliance strategy the county is testing best management practices (BMPs) for stormwater management. They are also doing microbial source tracking in a few creeks on the Midcoast, which will help guide the 2<sup>nd</sup> year of the project where the RCD will be developing BMPs on upland properties. This grant will provide cost-share for landowners wishing to implement BMPs.
- Pillar Point Harbor
  - There is an upcoming TAC meeting coming up, the circulation study is complete, and we are coordinating with US Army Corps of Engineers regarding the circulation study they are doing to address the sediment supply issue in the harbor and adjacent beach
- Integrated Watershed Restoration Program
  - Has been very successful with RCD of Santa Cruz County, so it was expanded to Monterey and San Mateo Counties, so all three counties are partnering with the California State Coastal Conservancy.
  - IWRP gives proponents of conservation projects as well as permitting and funding agencies a forum to collaboratively develop priorities, create advocacy early on, avoid obstacles, and facilitate projects that are stuck.
  - In Santa Cruz County they applied for block grants to implement priorities of IWRP, brought in millions to get priority projects done, and got money to pay for all the technical expertise. IWRP helps projects get ready for implementation
  - Three projects identified as priority:
    - Fish passage in Memorial Park: The County has tried to get this project done for a long time, but lost funding, encountered obstacles etc. By getting the technical advisory committee (TAC) out there with agencies on site looking at the project, people talked it through to come up with a more affordable, sensible solution. Now some agencies are willing to put money into funding this though they said they wouldn't before. This is the benefit of IWRP.

- Peters Creek project: Rearranged large woody debris (LWD) that was a barrier to fish passage while ensuring that the wood stayed instream as high quality habitat.
    - Johnston Ranch: IWRP paid for designs and planning for this project to repair a pond wall to ensure water for agricultural viability as well as restore habitat for the California red-legged frog. Cost estimates for construction are much higher than anticipated and may be too expensive to complete.
  - IWRP, IWMP, and IRWMP are different projects and programs with similar acronyms:
    - IWMP= Integrated Watershed Management Plan. This is a plan to manage a particular watershed by balancing the various beneficial uses of water.
    - IWRP= Integrated Watershed Restoration Program. This is a program that combines various watershed plans in coastal San Mateo County to ensure that high value resource conservation projects get accomplished. This is geographically broader than a watershed plan but narrower in focus, primarily concerned with resource conservation. IWRP helps make sure the key resources are being used to move forward feasible high priority projects.
    - IRWMP= Integrated Regional Water Management Plan. The State Department of Water Resources has divided the state into various regions to receive bond-funded grants pertaining to water management. We are part of the Bay Area IRWMP, which has selected our work in Pescadero to be funded. IRWMP is the broadest geographically and is much broader in scope than resource conservation. Large water agencies of the Bay Area are at the table discussing water infrastructure and supply.
  - Sturgeon commented that IWRP says it is “integrated,” but that it appears to focus on the agencies rather than the public. In Santa Cruz County there seemed to be more public meetings. Nelson responded that integrated refers to integrating various watershed plans and programs, and that IWRP in San Mateo County was designed to bring agencies together to facilitate their input specifically. The funding from the Coastal Conservancy enable the RCD to do the outreach to identify projects from watershed groups, parks and open space, and others, but that we had very different community composition from Santa Cruz County and did not have the plethora of active watershed councils that they do. Nelson said that all watershed groups with which she is familiar have been contacted regarding IWRP.
- Livestock and Land Program
  - In this program the RCD provides outreach and technical assistance to owners of livestock and equestrian facilities to implement BMPs that protect and improve water quality. The first Technical Advisory Committee (TAC) and Stakeholder Advisory Committee (SAC) meetings have been held, one demonstration project is underway on Millwood Ranch in Pacifica, and the RCD is planning a workshop series.
  - Labor compliance issues in state contracts have become burdensome, so Ecology Action has an attorney that is drafting a letter for us stating that we are exempt from

the labor compliance requirements because we are effectively a rebate program for private landowners for their work.

- The fall workshop will be completed by the end of October, others are coming up soon. Workshops will be about manure management, dust management, animal conditions, stormwater management, drainage, vegetation, etc.
- The SAC includes Rich Allen, Lyndall Erb (Coastside Horse Council), Robin Camozzi (Ember Ridge Equestrian Center and Half Moon Bay Feed-n-Fuel), Ed Larenas (Surfrider), and Mike Gianini/ Kathy Webster, Jeremiah Stent (TomKat Ranch Left Coast Grassfed), and Doniga Markegard (Markegard Family Grassfed Beef). The SAC recommended other stakeholders that could be invited. SAC members must have been through the program or represent a constituency.
- Pescadero Integrated Flood Reduction and Habitat Enhancement Project
  - This project came through the Bay Area IRWMP, funded by Proposition 84. The challenge in this grant is managing expectations. After PMAC meeting, people thought RCD was building them a bridge, but we are only providing 15% concept designs to address flooding.
  - Project has various components, one is to develop conceptual designs to address the flooding on Pescadero Rd., probably couldn't address all of Pescadero. Another component is to create a Pescadero watershed council where people can connect the dots on different issues throughout the watershed. RCD is developing a needs assessment for interested parties for the watershed council
  - RCD is talking to US Fish and Wildlife Service regarding a project to assess the Butano channel for potential of restoration for fish, looking at fluvial process of channel (what was there before, what is there now, and is it feasible to restore it).
  - The Prop 84 funded project includes conducting surveys of outmigrant juvenile salmonids in mainstem Pescadero, figuring out how significant fish kills are to the whole population
  - This will not start for a while, but we will be able to bill back. Our contract will probably be in place in March.
- Pescadero Marsh Survey
  - This was a State Parks project. The RCD served as fiscal administrator. It is now completed, and State Parks will figure out how to distribute the report.
  - The purpose of this project was to revisit places where depth measurements and cross sections were taken in 1987 and compare it to current conditions. The study indicates that there is sediment filling the marsh. The report will give us information about rate of deposition, how it is depositing, beach and tidal influence, etc.
- First Flush
  - During the first storm of year pollutants that have accumulated in the landscape are washed into water bodies. The First Flush project is a partnership with the water quality program of Monterey Bay National Marine Sanctuary to sample storm drains during that first rain event of the season in order to get a sense of what is going on with various pollutants.

- We secured funding for this project from Sewer Authority Midcoastside and Granada Sanitary District. Surfrider is letting us use their lab and County Environmental Health is offering the Public Health Lab for bacteria samples.
- RCD staff recently conducted volunteer training and will be called when the first storm event occurs, day or night.
- Weed Abatement projects
  - Hypericum project in Gazos watershed is complete.
  - Purple loosestrife project is in the process of a section 7 consultation. Since federal funding is involved we must determine if the project complies with the ESA. We may encounter problems with spraying in CRLF habitat, but that may be the only way to get rid of this weed so we are trying to work through conflicting resource needs. Funding goes away soon and the project must be done while the plant is flowering.
- RCD staff, NRCS, PRBO, and TomKat Ranch had soils training today to learn how to identify soil types and determine salinity, pH, moisture content, etc.

## 7 Action Items

- Recommend Board approval of FY 2012 Budget
  - Glauthier introduced the budget as member of the Finance Committee. He commented that the planning process is going smoothly, that Nelson and Moldovan have gotten on a track that is building on the planning and budgeting we've done over the last few years, and it seems that things are falling into place very well.
  - Sturgeon noted a \$1000 discrepancy between the table and the footnotes in salaries. Moldovan stated that the table is correct. Nelson said staff will correct the discrepancy.
  - Allen asks if there was a cost of living increase (COLA). Moldovan said it was included and was based on research of other RCDs and the County. 1.5% was the median amount. Moldovan will insert a footnote about the COLA increase.
  - Glauthier moved to approve the budget with the discussed changes, Reynolds seconded, approved unanimously.

## 8 Adjourn

- Allen adjourned the meeting at 7:27 p.m.

**Minutes of the Regular Meeting of the Board of Directors  
November 17, 2011**

**Location: RCD Office**

Directors present: Rich Allen, Jim Reynolds, TJ Glauthier, Neal Kramer

Staff present: Kellyx Nelson, Chelsea Moller

**1 Call to Order**

- Allen called the meeting to order at 6:33 pm

**2 Introduction of Guests and Staff.**

- No guests

**3 Public Comment.**

- No public comment

**4 Approval of Agenda**

- Glauthier moved, Kramer seconded, passed unanimously

**5 Consent Agenda**

- Nelson clarified the acronyms in the minutes and said that staff will revise the minutes to spell out the acronyms.
- Glauthier moved to approve CONSENT AGENDA with the revised minutes, Reynolds seconded, passed unanimously

**6 Discussion Items**

**6.1 Executive Director Update**

- Office Upgrades
  - We continue to make improvements with limited resources. Nelson briefed the directors regarding staffing levels, office improvement plans, and office space needs.
  - Nelson requested assistance finding 8-10 matching chairs that are the same color, adjustable height, and do not have arms. Staff has checked Craigslist and Freecycle regularly.
  - Action: Allen will check out the County warehouse.
  - Action: Moller will continue to check Craigslist and other sites to find affordable furniture and supplies for the office.

- CARCD Conference
  - Nelson states that the conference made her think of ways to engage the Board, and want to re-engage some committees and hear Board members' ideas.
  - Nelson states that she moderated a session on ecosystem service markets at the conference, and that RCDs are starting to get engaged in this.
  - At the conference they had "10 ideas in 10 minutes." Our RCD presented that in the last 5.5 years we have brought in 2 and a quarter million from non-grant sources by leveraging partnerships and interagency agreements.
  - Nelson asked the Directors to think about attending the CARCD conference next November and asked Moller to put the topic on the agenda for April.
- CARCD Fisheries and Wildlife Committee
  - Permit coordination is moving into a new stage. Sustainable Conservation did a summary report of their permit coordination programs through RCDs. They found programs need RCD capacity to be successful and have recommended a statewide approach rather than county by county. This approach would include ways to build capacity for RCDs to administer the programs.
  - Nelson is inviting staffs of elected representatives to learn about this development, with Sustainable Conservation presenting. Our district might pilot a statewide grassroots campaign.
- RCD was notified by the County regarding the status of directors' terms.
  - Stone and Allen's terms expired January 2010. Allen said that he doesn't think that is right because he received notice to be re-sworn in.
  - Reynolds and Kramer expires Nov 2014
  - Glauthier expires Nov 2012
- Bay-Friendly Garden Tour
  - We did not find enough gardens this year for the tour. We only found 4 and we need 10. For this reason we postponed the tour until 2013, and will spend 2012 looking for more gardens.
- L&L
  - We have had two workshops recently (Oct.25 at Harley Farms Goat Dairy in Pescadero and Nov. 14 at Millwood Ranch in Pacifica). The next will be on Nov. 29 in the Midcoast. We've been seeing new faces. The October workshop was more general, while the one on November 14 was to highlight a manure composting demonstration project.
  - We are not getting very much response to the third workshop, so we ask that our Board help us reach equestrians and others.
  - We are trying to figure out the labor compliance issue, we have not heard back yet since we sent the letter stating that we are exempt. Someone from the Dept. of Industrial Relations said he has some questions for us about this.

- Pescadero Integrated Flood Reduction and Habitat Enhancement
  - People are becoming increasingly aware of the grant and rumors abound. Managing expectations will be key. There is a grand jury investigation into flooding in Pescadero, Nelson has been interviewed for this and is not allowed to discuss it in detail.
- Regulatory Barriers to Management of Eucalyptus
  - Phase 2 would have been to develop the programmatic permits, but the funding program was eliminated by the State. RCD will pursue a potential private funding source with a landowner interested in managing eucalyptus on his property. He may be willing to pay for permits that will ultimately be programmatic.
- Rural Roads
  - Nelson distributed photos of NRCS and RCD staff assisting Cuesta La Honda Guild with assessing their roads. Road improvements enhance habitat for endangered species, while maintaining safe access for landowners.
  - A challenge to the program is that because San Francisco Garter Snake is fully protected you can't get a permit for incidental take. When she developed the new IWRP contract she put language in there to develop a strategy for dealing with fully protected species. The coho and steelhead recovery plans at the state and federal levels prioritize rural roads projects, but the same agencies need to help ensure that other species protections don't hamper implementation of these recovery plans. The RCD is engaging resource agency staff in this conversation through the Rural Roads program TAC.
  - Nelson distributed photos of Hal Feeney's completed road project, for which the Board approved a grading permit exemption.
- Weed Abatement
  - The project to treat over 19 acres of Canary Islands St. John's Wart (hypericum) is complete, but this project had limited success because we couldn't treat the weed with spray in an area that was in critical frog habitat. A new tenant may be able to address the weed more cost effectively than the RCD.
  - The project to treat one of the two known locations of purple loosestrife in San Mateo County is complete for this year. We discovered that the weed has spread downstream. We are going to use our remaining funds to map out the spread and re-treat next season. We developed the SOW to allow us to do retreatment, but it is difficult to plan for because we don't know how much we will have to retreat and some of our funds had to be spent right away.
- Native Plant Hedgerows
  - We had \$25,000 from the US Fish and Wildlife Service (FWS) Partners Program for Johnston Ranch that was not going to be used, so Nelson asked Howard if we could spend the funds on a hedgerow project by the end of the year. Within a few days we had a handful of customers that are now putting in hedgerows. FWS has expressed interest in this being an annual ongoing grant. Native plant hedgerows have value for wildlife, erosion control, insects, etc. and they are beautiful.

- CARCD Fisheries and Wildlife Committee has asked CARCD to investigate the revenue from upland bird stamps goes, and see if it could be funneled into hedgerow projects.
  - The Program is more streamlined than Farm Bill, and more people are eligible for these funds. It leads to relationships and other projects in the future.
  - The cost per foot or per plant for the project is high because we are not just giving a plant list but really tailoring each hedgerow to the specific site and needs of the wildlife and humans there. This is really working with people and providing technical assistance.
- Since the last report to the Board, the only new work at Pillar Point Harbor is sampling around the live aboard boats to answer whether or not they are the problem. Early results may be discussed at the Board meeting in January or February.
  - There was discussion regarding the timeline for the Fitzgerald Pollution Reduction Project. The RCD is supporting the county now as technical advisors. Our BMPs will be driven by what the county finds from their microbial source tracking and will begin in the second year of the project.

#### 6.2 Executive Director's request for assistance for end of year mailing

- Directors and staff worked on the RCD's first end of year appeal, including a letter outlining our accomplishments and a request card for donations.
- Directors were given 5 envelopes to send to members of their network and asked to let staff know to whom they were sent for tracking purposes.

#### 7 Adjourn

- Allen adjourned the meeting at 8:15 pm.

**San Mateo County Resource Conservation District**  
**Balance Sheet**  
As of November 30, 2011

	<b>Nov 30, 11</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Checking RCD 8123985	23,809.20
1004 · Checking Restricted 8121907	44,621.43
1008 · Checking SEP 8129517 (SEP and CalTrans)	4,368.98
1010 · Money Market 8144886	535,041.87
<b>Total Checking/Savings</b>	607,841.48
<b>Accounts Receivable</b>	
1110 · Contracts Receivable	85,980.66
<b>Total Accounts Receivable</b>	85,980.66
<b>Total Current Assets</b>	693,822.14
<b>Other Assets</b>	
1600 · Long-Term Receivables	1,618,974.05
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	1,809.97
<b>Total Other Assets</b>	1,622,084.02
<b>TOTAL ASSETS</b>	<b>2,315,906.16</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	58,422.50
<b>Total Accounts Payable</b>	58,422.50
<b>Other Current Liabilities</b>	
2100 · Payroll Taxes Payable	2,962.22
2150 · Compensated absences payable (Sick/Vaca Carryover)	13,110.87
2175 · Credit Line - 1st National	-83.21
2200 · Deferred Revenue	610,133.00
2250 · Potential Revenue	1,618,974.05
<b>Total Other Current Liabilities</b>	2,245,096.93
<b>Total Current Liabilities</b>	2,303,519.43
<b>Total Liabilities</b>	2,303,519.43
<b>Equity</b>	
3900 · Retained Earnings	51,046.96
Net Income	-38,660.23
<b>Total Equity</b>	12,386.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,315,906.16</b>

**San Mateo County Resource Conservation District**  
**Profit & Loss**  
July through November 2011

	<u>Jul - Nov 11</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Contracts/Grants	136,001.66
4030 · Interest Income	228.51
4200 · Property Tax Revenue	3,273.80
4300 · Service Fees	1,250.00
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<b>Total Income</b>	140,753.97
<b>Expense</b>	
5000 · Personnel	
5010 · Salary	93,822.68
5030 · Salary Tax Expense	6,610.73
5020 · Salary Service Fees	388.26
5040 · Benefits	3,865.00
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<b>Total 5000 · Personnel</b>	104,686.67
6020 · Bank Fees	38.65
6060 · Computer Service	2,005.00
6070 · Communications	
6075 · Internet	742.13
6080 · Telephone	487.30
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<b>Total 6070 · Communications</b>	1,229.43
6200 · Discretionary	349.86
6300 · Equipment & Furniture	485.92
6400 · Insurance-Liability	125.00
6500 · Membership, Dues & Subscription	1,000.00
6750 · Professional Development	1,060.06
6850 · Rent	6,000.00
6950 · Travel/Accommodations	44.00
7500 · Program Expense	62,389.61
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<b>Total Expense</b>	179,414.20
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<b>Net Ordinary Income</b>	-38,660.23
	<hr/>
<b>Net Income</b>	<b>-38,660.23</b>