

**Minutes of the Regular Meeting of the Board of Directors
August 20th, 2015
Location: RCD Office**

Directors present: Barbara Kossy, TJ Glauthier, Neal Kramer, Jim Reynolds

Staff present: RCD – Kellyx Nelson, Jarrad Fisher, Renee Moldovan

Guests: Barbara Dye

1 Call to Order

- Meeting called to order at 6:30pm

2 Introduction of Guests and Staff

-

3 Public Comment

- There was discussion that CEQA does not need to be filed for actions that are categorically exempt but that staff chose to file these exemptions for transparency and to ensure the opportunity for public input on typical projects likely to be done by the RCD in the near future.

4 Approval of Agenda

- Reynolds moved, Kramer seconded.

5 Consent Agenda

5.1 June 18, 2015 Draft Regular Meeting Minutes

5.2 May 2015 Draft Financial Statements

5.3 June 2015 Draft Financial Statements

5.4 July 2015 Draft Financial Statements

5.5 CEQA Exemption for Drought Relief Program- Increasing Agricultural Pond Storage Capacity at Repetto pond

5.6 CEQA Exemption for Rural Roads Program- Erosion Control and Prevention on Coastside County Water District Property

6 Discussion Items

6.1 Directors' Reports

- Director Reynolds reported that there is interest in the Pescadero community about the marsh and the bridge and that he mostly hears support for current projects.

- Talking about Fitzgerald Marine Reserve, what needs to be done to improve water quality there? What is the program we would like to do and is TMDL (total maximum daily level) appropriate for this?
- Director Kossy asked about the status of transferring archives to Stanford and offered to help.

6.2 Executive Director Report – Kellyx Nelson

- Construction season: Next month the RCD is going to construction at 11 or 12 sites: improving a rural road along Old Woman’s Creek to reduce sediment delivery into the creek and Gazos Creek, decommissioning a segment of road further up in the Gazos watershed, removing two barriers to fish passage on mainstem Pescadero Creek within Memorial County Park, and making LID improvements for stormwater management at 7 homes in the Moss Beach and Montara area that drain into the Fitzgerald Marine Reserve.
 - Nelson discussed weather contingencies, permit restrictions for special status species, labor compliance, and timelines.
 - Staff is documenting each project, including lessons learned and true total costs.
- Carbon farming workshop: RCD presented at and participated in a carbon workshop hosted by TomKat Ranch. Topics included carbon farm planning, climate-based choices and what the farm can do to be a sink for greenhouse gases.
- Work in Pescadero: Nelson shared a list of services that the RCD is doing in the Pescadero watershed and that she was pleased by the extent of the services.
- Administration and policies: RCD staff is working hard on administrative improvements, including the policies on the agenda that will ensure that San Mateo RCD complies with Tier 1 requirements established in the CARCD Vision and Standards. Renee is hiring a bookkeeping assistant, and our programs and funding are becoming increasingly complex.
- Tree ordinance: Nelson is working with County to provide input on revisions to the tree ordinance. Nelson would like to see the ordinance not discourage weed removal, particularly eucalyptus. Director Kossy expressed interest in participating as well.
- Blue Circle “Roundup on RoundUp®”: On October 20th, the RCD and UCCE are co-hosting a Blue Circle forum on RoundUp ® at Elkus Ranch. A leading expert will be coming from Davis. RoundUp® is locally very controversial.
- Water conservation on cemeteries: Nelson discussed discussions with the town of Colma regarding incentives and technical assistance to cemeteries to conserve water and help the town implement its climate action plan.
- HMB general plan update: Nelson and Arko met with City of HMB regarding the general plan update and the potential to adopt some policies similar to the County that protect agriculture and facilitate conservation projects.
- Services to organic versus conventional farmers: RCD staff prepared a summary of services to conventional and organic farmers to assess whether we were serving both groups equitably and found that we were. (Attachment A)
- Media: Nelson discussed the monthly articles staff is writing for the La Honda Voice and recent coverage in the San Mateo Daily Journal about the grant award for the floodplain restoration project (Attachment B).

- Partnership with open space: We contracted with Miramar Farms (Jane Battey) to interview staff from Midpeninsula Regional Open Space District, Peninsula Open Space Trust, and San Mateo County Parks to learn about the perceptions of the RCD, assess our relationships, and identify opportunities for institutional level partnership. We hired a third party to get honest feedback about the RCD.
- Staff thesis on creek restoration: Joe Issel, Natural Resource Specialist, successfully defended his Masters' thesis at SF State, which was on peer reviewed studies on best habitat features. Joe came up with comparisons and metrics. After construction season we will host a brown bag and maybe a Board presentation on his thesis.
- Annual Plan: Nelson asked if any director was interested in participating in developing a long-term and/or annual plan for the RCD, as required by Tier 1 compliance as well as being generally good practice.
- Special meeting: Nelson noted that a special meeting might be called for several emerging issues that might need Board direction before the next regularly scheduled meeting. Moldovan will schedule the meeting if it is needed.

7 Action Items

7.1 Consideration of approval of Associate Director Policy

- Discussion included whether there was a requirement that Directors be 18 years or older. It would be good to have high school students be able to volunteer.
- Motion made to approve on the condition that the age requirement be changed from 18 to 16 if allowable.
- **Glauthier moved to approve, Kossy seconded, approved unanimously.**

7.2 Consideration of approval of Conflict of Interest Policy

- **Glauthier moved to approve, Kramer seconded, approved unanimously.**

7.3 Consideration of approval of Copying Policy

- Glauthier recommended finding out what the County charges and using the same amount.
- Glauthier recommended including an electronic equivalent (option for non-paper copies).
- **No action was taken.**

7.4 Consideration of approval of Fee for Service Policy

- **Reynolds moved to approve, Kramer seconded, approved unanimously.**

7.5 Consideration of approval of Volunteer Policy

- **Kramer moved to adopt policy as amended, Reynolds seconded, approved unanimously.**

7.6 Consideration of approval of Stewardship Memorandum of Understanding for Pescadero Creek Complex between San Mateo County Parks and RCD

- **Reynolds moved to approve, Glauthier seconded, approved unanimously.**

7.7 Consideration of approval of contractor selection for Gazos Creek Rural Roads Sediment Reduction Project

- Nelson reviewed the memorandum submitted to the Board of Directors.
 - An RFP was sent out, contractors attended the pre-bid site visit, but no contractor bid on the project.
 - TKO was recommended by the project engineer.
 - Gecko Golf Construction expressed interest after the fact, though not for the whole project. They are also a Minority Owned Enterprise, to be given special consideration.
- Kramer asked if they contacted us before the bid deadline. Nelson replied that they had not.
- Kossy asked about treatments on roads and what they mean. Nelson discussed the treatments.
- Nelson discussed staff follow-up to find out why people didn't bid.
- **Reynolds moved to approve, Kramer seconded, approved unanimously.**

8 Adjourn

- Adjourned at 8:15pm

The next Regular Meeting of the Board of Directors will be September 17, 2015.