

**Minutes of the Regular Meeting of the Board of Directors
May 19, 2016
Location: RCD Office**

Directors present: TJ Glauthier, Neal Kramer, Barbara Kossy
Staff present: RCD – Kellyx Nelson, Renee Moldovan, Adria Arko
NRCS – Jim Howard
Guests: None

1 Call to Order

- Meeting called to order at 6:31pm.

2 Introduction of Guests and Staff

- No guests present.

3 Public Comment

- No public comment.

4 Approval of Agenda

- Glauthier moved to approve the agenda; Kramer seconded the motion; unanimously passed.

5 Consent Agenda

5.1 March 22, 2016 Draft Regular Meeting Minutes

- Glauthier corrected typo in spelling of his name.

5.2 April 2016 Draft Financial Statements

5.3 March 2016 Draft Financial Statements

- Glauthier commented that it looked like there was a surplus, and then funding went down, but really there was just fluctuations of incoming revenue.

5.4 FY15 Audit Report

- There was discussion about the \$17,000 discrepancy between the audit and the final year-end financials, due to the amount of time it takes for some revenues to come in that were earned the previous fiscal year, and how to get year-end financials closer to audited financials within a reasonable time frame given the delays in our ability to book revenues.
- There was discussion about the audit saying RCD financial practices are good.
- There was discussion about training Board members to better understand financials and the audit.

5.5 Correspondence: Healthy Soil Initiative Recommendations Letter

- Glauthier moved to approve the consent agenda with the spelling correction to the March minutes, Kramer seconded, unanimous approval.

6 Action Items

6.1 Resolution 2016-2: Approval to Enter Into an Agreement with the California Department of Fish and Wildlife for a Fisheries Restoration Grant for Implementation of San Gregorio Creek Habitat Enhancement Project, Phase 2. Board will consider approval of Resolution 2016-2 authorizing RCD to receive \$160,382 from the California Department of Fish and Wildlife for implementation of the San Gregorio Creek Habitat Enhancement Project Phase 2. [Attachment A]

- Kramer moved to approve Resolution 2016-2, Kossy seconded, unanimous approval.

7 Discussion Items

7.1 Executive Director Report [Attachment B]

- Glauthier commented that he likes the format of the reports.
- There was discussion about the number of ponds that have been completed and the public relations/ marketing value of publicizing how many ponds have been completed.
- Kossy asked about the *arundo* finding. Kramer says he doesn't see it around much. Howard has seen it near Frenchmans creek near Filbert, in San Gregorio. There was discussion about treatment and the importance of removing the root ball. There was discussion about outreach through the Weed Management Area.
- Glauthier commented on how good the website and newsletter are looking. Nelson discussed some of the data and reach of the MailChimp digital newsletter. Kossy is helping with entering contacts into Mailchimp.
- Kossy reported on the Sustainable San Mateo award event. She and director Reynolds and Supervisor Don Horsley and his staff sat at the RCD table. Supervisor Horsley nominated the RCD for the award. Kossy said it was really fun, and that there was a lot of love and appreciation in the room. Felt very supportive from the sustainable community.
- Kossy, Howard, and Nelson reported out on the Central Coast Regional CARCD meeting. There was ensuing conversation about forest health in San Mateo County, where we don't have the massive tree mortality we are seeing in other parts of the state but we do have Sudden Oak Death. CalFire has expressed the risk we have for forest fires here. We have issue with too much biomass in forest, and forest health issues, and the rural urban interface, but San Mateo County tends to be a low priority.
 - Howard says he and Nelson want to do eucalyptus removal.
 - Nelson reported that staff is attending Fire Safe Council Meetings and tracking funding opportunities.
 - Discussed how impact of climate change will change fire potential
 - Howard reported that Carlos Suarez was there and talked about NRCS vacancies and getting them filled as best as they can.
- There was discussion about Silicon Valley Gives donations to the RCD. Nelson also shared that RCD staff Brittani Bohlke asked for a three-year agreement with the Harbor District because she spends a lot of a time putting together contracts every spring. They approved it, which is great news.

- RCD co-hosted a workshop with Farm Bureau and NRCS on the new water metering and reporting requirements. There was a good turnout with almost 40 people attending. Thinks it will turn into new customers.
- Arko shared that an outreach letter was sent out to agricultural producers on the Coastside.

7.2 Directors' Reports

- Kossy reported on efforts to clean up from the sailboat crash near Fitzgerald Marine Reserve. She was involved in the salvage effort and hosted the castaway. She was amazed at how people came together to get the boat off the beach. Thankfully there was no diesel and there were no significant environmental impacts. There was Board discussion about the various jurisdictions responsible for salvage and emergency response to boat landings.
- Kossy reported on the Weed Management Area's Picnic in the Weeds event at Edgewood and PG&E's proposed pipeline work at the park and its potential impacts. There were questions about restoration of serpentine grass. Kramer said that the grass actually does well with disturbance. Has been involved in tangential way.
- Kramer reported on the release of the State Science Panel report on Pescadero Marsh and the list of projects that are already underway (8-10) shared by the RCD at the meeting, to make clear that it wasn't just another study. A Pescadero Municipal Advisory Council member wanted to know who would be held accountable and what actions would be taken. Seems like there is more cooperative environment than before. State Parks accepted responsibilities to update public. Community is starting to understand that things are happening.
- Glauthier reported on the budget process and his meeting with Moldovan and Nelson.
- Glauthier reported on the recent meeting of the MidCoast Community Council, when Nelson presented about the RCD. He is amazed that so many people don't know about the RCD. The presentation was very well received.

7.3 Discussion about changing name from "San Mateo County Resource Conservation District" to "San Mateo Resource Conservation District."

- Nelson reminded the Board of their history discussing this topic and the challenge that people think the RCD is the County. Also, the long name is hard for marketing purposes. People tend to call us San Mateo RCD anyways.
- Directors discussed pros and cons of a name change, potential names, local versus statewide meaning and relevance, biological versus political borders implied in a name, historical basis and name recognition, a sense of place in the name, keeping the county relationship in the name, and how a name is changed.

7.4 FY2017 Draft Budget Discussion [Attachment C]

- Glauthier discussed the budget process, efforts to be conservative, his work with staff, the involvement of more staff in the process, and aggregating projects into core programs so that it is easy to read and understand.
- Glauthier shared a list of projects by amount of revenue.
- Nelson expressed interested in transparency, more than the minimum, but making it easy for people to understand with footnotes.
- Nelson noted that Glauthier and staff also talked about some other changes that could be made to make regular financial statements easier to understand.

8 Adjourn

8.1 The meeting ended at 7:57pm.



RESOLUTION 2016-2

**APPROVAL TO ENTER INTO AN AGREEMENT WITH THE
CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE FOR A
FISHERIES RESTORATION GRANT FOR IMPLEMENTATION OF
SAN GREGORIO CREEK HABITAT ENHANCEMENT PROJECT PHASE 2**

Whereas the San Mateo County Resource Conservation District is a Special District organized under Division 9 of the California Public Resources Code with an original petition granted on July 1, 1939;

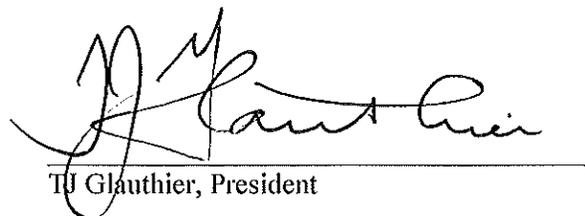
Whereas the San Mateo County Resource Conservation District is defined in Section 3501 of the Government Code as a public agency;

Whereas the California Department of Fish and Wildlife has encumbered \$160,382 through the Fisheries Restoration Grant Program (FRGP) for the San Mateo County Resource Conservation District to enhance rearing and spawning habitat within the anadromous reach of mainstem San Gregorio Creek by improving habitat complexity along 0.42 miles of stream; and

Whereas the California Department of Fish and Wildlife requires a resolution from the governing body of the grant recipient authorizing its designee to sign a financial assistance agreement, and any amendments thereto;

NOW THEREFORE BE IT RESOLVED that the San Mateo County Resource Conservation District Board of Directors hereby authorizes its Executive Director to sign an agreement with the California Department of Fish and Wildlife for the San Gregorio Creek Habitat Enhancement Project, grant number to be determined, and any amendments thereto.

ADOPTED at a regular meeting of the Board of Directors of the San Mateo County Resource Conservation District on May 19, 2016.


TJ Glauthier, President

5-19-16
Date

Executive Director Report
May 12, 2016

Program and Project Updates

Preparing for Construction Season

Staff is busily preparing for multiple projects going to construction this summer and fall, including:

- a riparian habitat restoration project on San Gregorio Creek;
- expansion of a farm pond on lower San Gregorio Creek that will mutually benefit the farmer's water security and protect streamflows for aquatic resources;
- repairs to rural roads along Pilarcitos Creek to reduce excessive sedimentation to the creek; and
- reconnecting lower Butano Creek to over 100 acres of its historic floodplain.

Water Needs Assessment

As an outgrowth of Supervisor Horsley's workshop in Pescadero in December 2014 about agricultural water supply, he directed his staff to convene a series of meetings to identify potential collaborative projects would move agricultural water reliability efforts forward, beyond the work that is currently being pursued. As a result the RCD and UC Cooperative Extension are partnering on a needs assessment quantifying demand for water. If possible, the project may begin to assess supply as well. The project is in very early stages and has not been fully scoped. Stay tuned for updates.

Arundo donax in Pescadero Creek

Arundo donax, an invasive weed also known as Giant Reed or Giant Cane, has been sited in lower Pescadero Creek. *Arundo* has invaded many California river valleys and drainage ditches with significant impacts. It is a tall grass, typically growing to shoulder height to 30 feet high, resembling a common reed plant or bamboo. It mostly spreads through underground rhizomes that form spreading mats that penetrate deep into the soil up to a meter deep. As it replaces riparian vegetation, it reduces habitat and food supply, reduces shade in the creek and results in increased water temperatures and reduced habitat quality for fish and other creek wildlife. It may also alter or restrict streamflow. Early detection can make eradication possible.

Minor infestations can be eradicated manually by hand pulling or digging the plant up. It's very important to make sure that stems and roots are fully removed and not dropped on the ground anywhere they can regrow. Please also consider taking a photo or two and letting RCD staff know where it was found.

Attachment B



For online information: http://www.cal-ipc.org/species_id_cards/Arundo_donax_Cal-IPC.pdf

RCD staff also posted this information to the Pescadero Google Group, Pescadero Facebook page, Weed Management Area, Pescadero Municipal Advisory Council, Pescadero NextDoor, and sent it to resource agency staff. State Parks also passed in on to their weed detection crew.

Administration, Communication, and Operations

Web page

A number of improvements and updates have been made to our website. Information has been added about projects and partners, as well as resources, reports and data, and the new video that was created for the RCD by Sustainable San Mateo County (see below). Soon we will add a map of RCD projects and continue adding documents to ensure transparency and accountability.

Newsletter

Our April newsletter was sent by email to approximately 1,400 recipients. It included articles on our water conservation efforts, First Flush monitoring results, the Memorial Park fish passage project, the results of the biochar field trials, the Fitzgerald Pollution Reduction program, and an announcement of Director Watt as the newest Board member. Please forward the newsletter to anyone who may be interested in any of the topics and let staff know of anyone who might be interested in receiving the quarterly newsletter. It is also available on our webpage.

Santa Cruz Mountains Stewardship Network Manager

Attachment B

After a robust process, the Selection Committee of the Stewardship Network offered the Network Manager position to Dylan Skywood from among 75 applicants. Relocating from Minneapolis, he will be arriving soon.

2016 Sustainability Award Video

Sustainable San Mateo County generously elevated our visibility by awarding us the 2016 Sustainability Award, and also by creating a video about our organization that we may use as we please. It is on our YouTube channel and on our web site. <https://www.youtube.com/watch?v=PTfjMu5Lceg>

Recent and Upcoming Events

- *April 27-* Director Barbara Kossy, Jim Howard (NRCS), and I attended the Spring Meeting of the Central Coast Region of RCDs in San Luis Obispo.
- *May 3-* Silicon Valley Gives, an initiative of the Silicon Valley Community Foundation, hosted a 24 hour fundraising effort to raise money for local nonprofits through a single online donation platform. Over \$5,000 was pledged to the RCD.
- *May 9-* The State Science Panel presented the results of their work to better understand the Pescadero marsh and lagoon. The RCD helped to coordinate the meeting. About 40 people attended.
- *May 11-* I presented to the Midcoast Community Council about the work of the RCD. Director TJ Glauthier attended and offered comments.
- *May 17-* RCD staff and San Mateo County Farm Bureau will co-host a workshop for farmers on new water reporting requirements for irrigated lands from 1pm-3:30 pm at the Pescadero Community Church.
- *May 19-* San Mateo, Santa Cruz, and Sonoma RCDs are partnering as exhibitors at the annual conference of the Bay Area Open Space Council in Richmond.
- *May 25-* The Greater Farallones National Advisory Council will be holding its public meeting in Half Moon Bay. The advisory council provides the sanctuary superintendent with advice on a variety of identified priority issues for the sanctuary and serves as a liaison to the community, relaying the community's interests, concerns, and management needs to the sanctuary. For more information, including the meeting agenda, visit http://farallones.noaa.gov/manage/sac_meetings.html.
- *June 2-* The RCD is assisting the California Department of Fish and Wildlife to hold a workshop about the impacts of the drought on Coho salmon in Pescadero and voluntary water conservation.



San Mateo County Resource Conservation District DRAFT FY 2017 Financial Budget

| | FY17 Budget | FY16 Budget | FY16 Budget Projection | FY 16 Projected Budget Variance |
|--|--------------------|--------------------|---------------------------|--|
| REVENUE | | | | |
| <u>Program Revenue</u> | | | | |
| Agricultural Ombudsman | \$63,745 | | | |
| Habitat Enhancement | \$1,139,602 | | | |
| Climate Mitigation and Adaptation | \$135,351 | | | |
| Erosion and Sediment Management | \$209,615 | | | |
| Water Resources & Conservation | \$1,674,921 | | | |
| Water Quality | \$154,178 | | | |
| Santa Cruz Mountains Stewardship Network | \$446,040 | | | |
| NRCS Contribution Agreement | \$25,394 | | | |
| Subtotal Program Revenue | \$3,848,846 | \$3,419,881 | \$2,284,153 | (\$1,135,728) |
| <u>Other Revenue</u> | | | | |
| Individual Contributions | \$10,000 | \$5,000 | \$10,019 | \$5,019 |
| Interest Income | \$500 | \$500 | \$500 | \$0 |
| Misc. Income | \$0 | \$0 | \$1,771 | \$1,771 |
| Property Tax | \$55,000 | \$57,000 | \$60,493 | \$3,493 |
| Service Fees | \$10,000 | \$1,000 | \$6,300 | \$5,300 |
| County Contributions | \$100,000 | \$100,000 | \$100,000 | \$0 |
| Subtotal Other Revenue | \$175,500 | \$163,500 | \$179,083 | \$15,583 |
| Total Revenue | \$4,024,346 | \$3,583,381 | \$2,463,236 | (\$1,120,145) |
| EXPENSES | | | | |
| <u>Personnel</u> | | | | |
| Salaries | \$685,402 | \$579,601 | \$627,762 | \$48,161 |
| Benefits | \$196,374 | \$89,909 | \$96,389 | \$6,480 |
| Personnel Subtotal | \$881,776 | \$669,510 | \$724,151 | \$54,641 |
| <u>Operating Expenses</u> | | | | |
| Accounting | \$6,500 | \$8,500 | \$8,500 | \$0 |
| Bank Fees | \$1,000 | \$1,000 | \$1,000 | \$0 |
| Communications | \$5,200 | \$6,500 | \$4,000 | -\$2,500 |
| Computer Services | \$15,500 | \$6,000 | \$6,003 | \$3 |
| Consultant Services | \$15,950 | \$14,000 | \$10,000 | -\$4,000 |
| Discretionary | \$5,000 | \$4,000 | \$4,283 | \$283 |
| Donations | \$500 | \$500 | \$0 | -\$500 |
| Equipment | \$4,500 | \$4,500 | \$5,049 | \$549 |
| Insurance - Liability | \$4,160 | \$3,600 | \$3,600 | \$0 |
| Legal | \$1,000 | \$2,000 | \$0 | -\$2,000 |
| Membership, Dues and Subscriptions | \$3,500 | \$3,500 | \$2,500 | -\$1,000 |
| Mileage | \$1,500 | \$2,500 | \$1,500 | -\$1,000 |
| Personnel Service Fees | \$4,500 | \$4,500 | \$4,500 | \$0 |
| Postage and Delivery | \$400 | \$400 | \$200 | -\$200 |
| Printing and Copying | \$1,000 | \$1,000 | \$750 | -\$250 |
| Professional Development | \$4,500 | \$5,500 | \$3,500 | -\$2,000 |
| Project Software | \$3,240 | \$7,600 | \$4,500 | -\$3,100 |
| Public Relations | \$750 | \$750 | \$250 | -\$500 |
| Rent | \$19,800 | \$19,800 | \$19,800 | \$0 |
| Supplies | \$1,000 | \$2,000 | \$1,000 | -\$1,000 |
| Travel and Accomodations | \$2,500 | \$2,500 | \$2,500 | \$0 |
| Subtotal Operating Expenses | \$102,000 | \$100,650 | \$83,435 | (\$17,216) |
| <u>Program Expenses</u> | | | | |
| Agricultural Ombudsman | \$2,400 | | | |
| Habitat Enhancement | \$926,617 | | | |
| Climate Mitigation and Adaptation | \$46,153 | | | |
| Erosion and Sediment Management | \$164,540 | | | |
| Water Resources & Conservation | \$1,448,874 | | | |
| Water Quality | \$28,557 | | | |
| Santa Cruz Mountains Stewardship Network | \$347,500 | | | |
| NRCS Contribution Agreement | \$2,700 | | | |
| Subtotal Program Expenses | \$2,967,341 | \$2,674,610 | \$1,676,813 | (\$997,797) |
| Total Expenses | \$3,951,117 | \$3,444,770 | \$2,484,399 | (\$960,371) |
| NET | \$73,229 | \$138,611 | (\$21,163) | (\$159,774) |

May 12, 2016

Dear _____,

Recent years have shown a heightened interest in the viability of agriculture in San Mateo County, and the drought has brought the conversation into even sharper focus. You may be surprised by the number of ways we can support your agricultural operation.

For over 75 years, the RCD has been your local partner in conservation and agriculture. We provide non-regulatory, confidential, free assistance to help you manage your natural resources. We work in close partnership with the USDA Natural Resources Conservation Service (NRCS) in our shared office in Half Moon Bay.

There are lots of ways we can help:

- Improve energy and irrigation efficiencies, resulting in lower costs
- Understand your water rights, and options for enhancing water supply
- Develop water supply, including wells, ponds, tanks and troughs
- Improve the quality of water draining off your property
- Recycle greenhouse tail water
- Create a site plan that includes existing and desired conservation and production practices
- Apply Integrated Pest Management techniques
- Understand and improve your soil quality and health
- Implement and enhance rotational grazing operations
- Understand and navigate permits and regulations
- Remediate gullies and eliminate erosion
- Enhance wildlife and fish-friendly farming practices
- Manage and improve ranch roads and associated infrastructure
- Improve crop yields and control costs through nutrient management
- Manage and eradicate weeds
- Access public funds for conservation practices
- Host and support ag and conservation related research

Feel free to contact us regarding your goals or needs for your land or your agricultural operation. Call, email, or just stop by any time.

Sincerely,

The RCD Ag Team

Kellyx

Adria

Joe

Brittani