

Regular Meeting of the Board of Directors
August 17, 2017
4:00 pm – 6:00 pm
Location: RCD Office

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

Staff Present: Kellyx Nelson, Julian Carroll, Shannon Mann, Joe Issel, Irina Kogan

1. Call to Order

- Called to order at 4:01 pm.

2. Introduction of Guests and Staff

3. Public Comment- 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.

4. Approval of Agenda

- Nelson noted that 6.8 is not an action item and does not require approval.
- Glauthier pulled the June and July financial statements until work that Mann is undertaking to finalize last year's data can be completed.
- Reynolds moved to approve the agenda. Kramer seconded. Passed unanimously.

5. Consent Agenda

5.1. June 15, 2017 Draft Regular Meeting Minutes

~~**5.2.** June 2017 Draft Financial Statements~~

- Glauthier expressed concern that something was booked incorrectly, based on the revenues and expenses not aligning, along with a large surplus.

~~**5.3.** July 2017 Draft Financial Statements~~

- Glauthier again commented on the possibility of incorrectly input data. Mann agreed that there are discrepancies and is working to fix them.

6. Regular Agenda

6.1. Discuss interim fiscal management strategies after departure of Finance Director.

- Mann has been brought in during the transition. She specializes in setting up financial systems for small non-profits and quasi governmental agencies. Board members expressed support for the proposed efforts to update and streamline some of the RCD's financial systems.

6.2. Discuss financial impacts of late payments from the State of California for work done under bond-funded grants

- Discussion centered on the nearly \$500,000 owed to the RCD, continuing challenges due to the ongoing burden posed by late payments, and potential solutions.

6.3. Consider response to Civil Grand Jury report entitled "Can We See You Now? San Mateo County's Independent Special Districts Website Transparency Update," that was filed on June 19, 2017.

- Kramer moved to approve. Seconded. Approved unanimously.
- 6.4. Consider approval to sole source to cbec eco-engineering to design and oversee construction of the Butano Channel Restoration and Resiliency Project.
- Directors and staff (Kogan and Nelson) discussion the project, procurement policies, and cbec's credentials, Kramer moved to approve to sole source with cbec not exceeding 120,000. Kossy seconded the motion.
 - Next month, returning for approval of the contract for the remaining amount of the contract.
- 6.5. Consider contracting with SRT Consultants to provide engineering services to develop designs for the Butano State Park Stream Flow Enhancement Project.
- Directors and staff (Issel and Nelson) discussed the bid process, bids received, reasons for selecting SRT, and SRT's unique knowledge/ qualifications among bidders.
 - Kramer moved to approve contracting with SRT, Kossy seconded, passed unanimously.
- 6.6. Consider contracting with Balance Hydrologics to conduct groundwater exploration for the Butano State Park Stream Flow Enhancement Project.
- Directors and staff (Issel and Nelson) discussed the bid process, bids received, and reasons for selecting Balance Hydrologics.
 - Watt moved to approve contracting with Balance Hydrologics, Kramer seconded, motion passed unanimously.
- 6.7. Consider contracting with Storesund Engineering to produce engineered designs for the Loma Mar Stream Flow Enhancement Project.
- Directors and staff (Issel and Nelson) discussed the bid process, that only one bid was received, that the bid was complete and Storesund Engineering is a qualified firm for the project.
 - Reynolds moved to approve contracting with Storesund Engineering, Kossy seconded, motion passed unanimously.
- 6.8. Consider contracting with Storesund Engineering to produce engineered designs for Memorial Park Stream Flow Enhancement Project.
- Nelson noted that this is not an item that requires Board approval. This is a notification of expansion of current work with Storesund, to take the project to 30% designs. No action was taken.
- 6.9. Notice regarding contracting with Waterways Consulting to conduct construction oversight for the Harley Farms Agricultural Water Storage and Efficiency Project.
- Directors and staff (Issel and Nelson) discussed this notification of expansion of current work beyond the \$50,000 threshold, requiring notice to the Board.
- 6.10. Executive Director Report
- LAFCO is calling for nominations.
 - San Mateo RCD is hosting the next Area Meeting of the Central Coast Region of RCDs on August 31st at Tomkat Ranch.
 - Field trip to Butano floodplain restoration sites went well. Over 30 members of the community came. Most seemed excited to learn.
- 6.11. Directors' Reports
- Glauthier- Contacted Kevin Mullin's office about funding for Healthy Soils Initiative.
 - Watt- Healthy Soils has launched and is getting out the word.
 - Reynolds- Lake Lucerne and Little Butano connection should be part of data analysis.
- 6.12. Review Board Agenda Calendar

7. Closed Session

- 7.1. Significant Exposure to Litigation. Per Government Code Sec 54965.9(d)2.

- Started at 5:25 pm.
- No action was taken.

8. Adjourn

The meeting adjourned at 6:00 pm. The next Regular Meeting of the Board of Directors will be September 21, 2017.

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.

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