



Draft Minutes of the Regular Meeting of the Board of Directors
March 12, 2018
4:00 pm – 6:00 pm
Location: RCD Office

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

Staff present: Kellyx Nelson, Lau Hodges, Jarrad Fisher

Guests: N/A

1 Call to Order

Meeting was called to order at 4:04 p.m.

2 Approval Agenda

Motion to approve closed session agenda passed unanimously.

3 Convene Closed Session

3.1 Conference with Real Property Negotiator Pursuant to California Government Code §54956.8.

Property Under Negotiation: 80 Stone Pine Road, Half Moon Bay, California

Agency Negotiator: Kellyx Nelson

Under Negotiation: Price and terms

3.2 Public Employee Performance Evaluation Pursuant to California Government Code §54957

Title: Executive Director

4 Adjourn Closed Session

Closed Session adjourned at 4:43 p.m.

5 Convene Open Session and Report on Closed Session

Open session was called to order at 4:44 p.m. Glauthier reported that no actions had been taken during closed session.

6 Introduction of Guests and Staff

No introductions were needed.

7 Public Comment

There was no public comment.

8 Approval of Agenda

- Items 9.2, 9.3 and 9.4 were pulled from the consent agenda and are recorded in the minutes as they were discussed under the regular agenda.
- Motion to approve agenda as revised passed unanimously.

9 Consent Agenda

9.1 February 15, 2018 Draft Regular Minutes

10 Regular Agenda

9.2 A letter to Supervisor Don Horsley regarding RCD representation on the San Mateo County Agricultural Advisory Committee.

- Directors and Nelson discussed whether the RCD was interested in pursuing representation on the committee and decided not to take action at this time.
- ACTION: Nelson will follow up with the member of the public who had made the original request.

9.3 Allocation of 4% of calendar year 2017 earnings for each eligible employee to the Resource Conservation District's Employer Sponsored 401K Plan.

- Directors discussed the allocation, number of staff eligible, terminology ("match" vs. "contribution"), and their desire to support RCD employees.
- Motion to allocate 4% of calendar year 2017 earning for each eligible employee to the RCD's Employer Sponsored 401K Program passed unanimously.

9.4 January 2018 Draft Financial Statements

- Glauthier shared his assessment of the financials (attached). He explained that the RCD is on track and that personal and operating expenses are below 50%. Nelson shared projections for the fiscal year.
- Glauthier noted that the financial statements will be revised so that they are easier to read.
- Glauthier asked when the RCD receives its portion of property taxes.
 - ACTION: Staff will come back to the Board with information about when property tax revenues are received.
 - ACTION: Nelson will share the link of her presentation to the San Mateo County Supervisors in which she presented to them that the RCD brings \$54¹ in State and federal funds for every \$1 of property taxes.
- No action was taken as this was an informational item.

10.1 Directors' Reports

- Reynolds reported on his participation in the CARCD Advocacy Academy.
 - He thought it was excellent and shared information he had received, including RCD talking points (attached). He met with Meegan Murray from Senator Jerry Hill's office and with Assemblyman Marc Berman.
 - Glauthier asked Reynolds if he had an opportunity to talk delayed grant payments from the State. Reynolds explained that he did not due to time constraints.
 - Nelson asked Reynolds if he thanked Berman for his help on the Pescadero Marsh project. Reynolds said that Berman asked about it and offered future support on it if needed.

¹ Correction: The RCD brings \$56 in State and federal funds for every \$1 of property taxes.

- Kossy reported that the Weed Management Area’s “Picnic in the Weeds” is coming up in May. It will be hosted on a Midpeninsula Regional Open Space District property. Reynolds asked for a reminder closer to the date.
- Glauthier reported.
 - He thanked RCD staff member Naftali Moed for providing the 65% design maps for the Butano Channel Reconnection Project.
 - He and Nelson are rescheduling their meeting with the Sierra Club.
 - He reminded the Board to fill out and file their Form 700.
 - ACTION: RCD staff determine whether the RCD needs to keep a copy on file.
 - He asked about the status of the PG&E Millbrae Easement. Nelson explained that nothing significant had happened yet.
 - He asked whether the Board still may need a special meeting to consider a contract with the Amah Mutsun. Nelson explained that still may be necessary once the RCD receives the funding from the State.
- Kossy reported that she plans to attend the San Mateo County Harbor District’s first Wildlife Protection Committee Meeting. She asked if she should attend as a member of the public or as a RCD Board Member. Glauthier encouraged her to introduce herself as a RCD Board Member.
 - ACTION ITEM: Nelson speak with Kossy about RCD water quality work before the committee meeting.

10.2 Board will consider actions regarding equity and compliance with paid leave policy.

- Directors and Nelson discussed the desire to be equitable, compliant with policy, and transparent. There was discussion about the memorandum and recommendations Nelson had prepared, educating staff about personnel policies, how staff currently receive paid leave, future revisions to personnel policies, balancing employee incentives with RCD fiscal liability, and employee input.
- Motion passed unanimously to:
 - Continue offering an additional week of paid leave to current qualifying employees as an approved exemption to the existing Personnel Policy;
 - Allow all currently accrued paid leave to carry over; and
 - Allow paid leave to accrue in one lump sum at the beginning of an employee’s work year as an interim measure as an approved exemption to the existing Personnel Policy.

10.3 Board will consider certificates of determination under California Environmental Quality Act (CEQA):

Directors and Nelson discussed the role of the Board of Directors and the RCD as lead agency in CEQA and discussed each project and determination separately.

10.3.1 Harwood and Keystone Creeks Crossing Stabilization Project

Motion to approve determination of exemption from environmental review passed unanimously.

10.3.2 Pescadero Creek Streamflow Enhancement Project at Carpy Ranch

Motion to approve determination of exemption from environmental review passed unanimously.

10.3.3 Granny Flats Reservoir Repair Project

Motion to approve determination of exemption from environmental review passed unanimously.

10.4 Board will consider selection of contractor for San Gregorio Creek Stream Flow Improvement Project at Blue House Farm (“Blue House Farm Pond Project”).

- Nelson explained that only one bid was received. The contractors who did not bid reported that they did not bid because they could not afford the delays in State payments.
- Monteith Construction submitted a bid for \$1.2 million. Staff would like to contract with them and work to reduce costs.
- There was discussion about the reason for the high cost of the pond and delays in State payments.
- Motion to contract with Monteith Construction for San Gregorio Creek Streamflow Improvement Project at Blue House Farm passed unanimously.

10.5 Board will consider Resolution 2018-1: Approval to Enter into Agreement with California Wildlife Conservation Board for the San Gregorio Creek Stream Flow Improvement Project at Blue House Farm.

Motion to approve Resolution 2018-1 passed unanimously.

9 **Adjourn**

Meeting was adjourned at 6:06 p.m.

3/09/18 TJG

**Progress Review of RCD Finances
7 Months - July - January 2018
Fiscal Year July 2017 - June 2018**

	<u>Budget</u>	<u>Current Stmt</u>	<u>% of Budget</u>
<u>Program</u>			
Program Revenues	\$3,124	\$1,207	39%
External Expenses	<u>2,179</u>	<u>737</u>	34%
	945	470	50%
Other Revenues	<u>206</u>	<u>24</u>	12%
Total Available for RCD Expenses	1,151	494	43%
<u>Internal Expenses</u>			
Personnel	983	422	43%
Operating Expenses	<u>121</u>	<u>51</u>	42%
	1,104	473	43%
Net	47	21	45%
Note: number of months	12	7	58%

Key Messages

- 1. RCDs are critical for voluntary resource conservation in California.**
- 2. We partner with our local communities in caring for natural resources.**
- 3. RCDs meet our communities' evolving conservation needs.**

Supporting Messages

- 1. RCDs are critical for voluntary resource conservation in California.**
 - a. We are non-regulatory, always working with willing landowners.
 - b. We're a public agency governed by an appointed board of local residents.
 - c. We're 100% accountable in our communities.
- 2. We partner with our local in caring for natural resources.**
 - a. We've been partners for California's communities since the 1930s.
 - b. We bring technical knowledge and practical solutions
 - c. Addressing issues from water efficiency and fire safety to agricultural productivity.
- 3. RCDs meet our communities' evolving conservation needs.**
 - a. While agricultural lands are a focus, our educational workshops reach many audiences.
 - b. People want to know about conserving water and fire safety.
 - c. We respond with flexible programs.

Advocacy Academy Legislative Visits | March 6, 2018

Meet at Conservation Strategy Group (CSG) office at 9:30am for breakfast.
1100 11th Street, 5th Floor, Sacramento

- 11:00am: Meeting with Sen. Tom Berryhill (Calaveras RCD and Sierra RCD)
 - Room 3067
- 11:30am: Meeting with Senator Hill's Legislative Director, Meegan Murray (San Mateo RCD)
 - Room 5035
- 12:00pm: Meeting with Erin Donnette, COS for Asm. Baker (Alameda RCD)
 - Room 2130
- 12:30pm: Meeting with Susan Chan (Asm. Budget Sub 3 Consultant)
 - Room 6026
- *12:30pm: Meeting with staff of Asm. Jim Patterson (Sierra RCD): *Attend this meeting we weren't able to confirm a meeting with your legislators*
 - Room 3132
- 1:30PM: Meeting with Joanne Roy (Sen. Budget Sub 2 Consultant)
 - Room 5019; 15 minutes only
- 2:00pm: Meeting with Sen. Steve Glazer (Alameda RCD)
 - Room 5108
- 2:00pm: Meeting with Hannah Ackley, LD for Asm. Bigelow (Calaveras RCD and Tahoe RCD)
 - Room 4158
- 2:45pm: Meeting with Asm. Marc Berman (San Mateo RCD)
 - Room 6011