

**DARFT Minutes of the Regular Meeting of the Board of Directors
July 18, 2019
3:30 pm – 6:00 pm
Location: RCD Office**

Directors present: TJ Glauthier, Jim Reynolds, Adrienne Etherton, Neal Kramer
RCD staff present: Kellyx Nelson, Lau Hodges, Bryanna Whitney
NRCS staff present: Jim Howard
Guests Present: Ron Sturgeon, Ryan Charland, Chuck Clark, Shannon Webb

1. Call to Order

Meeting was called to order at 3:30 p.m.

2. Approval of Agenda

Motion to approve closed session agenda passed unanimously

3. Convene Closed Session

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

Title: Executive Director

4. Adjourn Closed Session

5. Convene Open Session and Report on Closed Session

Open session was called to order at 4:35 p.m.

- Glauthier added an action item on the Executive Director's compensation to the Regular Agenda as item 9.6.
- Reynolds moved to approve the agenda as amended, Kramer seconded. Motion passed unanimously.

6. Introductions of Guests and Staff

All in attendance introduced themselves.

7. Public Comment

No public comment

8. Consent Agenda

- Nelson pulled agenda item 8.1, to be brought back in August.
- Etherton moved to approve the consent agenda as amended, Kramer seconded. Motion passed unanimously.

9. Regular Agenda

9.1 June 2019 Draft Financial Statements for discussion as informal item and possible approval

- The financial statements are not final, as the end of the fiscal year is reconciled.
- Expenses are booked as they come in, while revenues are booked at quarterly invoicing, making the RCD appear to be in arrears when it is not- the revenues have been earned but not booked.
- Charland explained that a handful of expenses came in in July however were included on invoices that ended in June, yet the RCD was budgeting for them in the same fiscal year (FY). As the RCD took on larger projects it magnified the issue in the financial reports.
- Nelson noted that FY18 showed an extraordinary net of \$600k, approximately \$200K which should have been booked in FY19. She further explained that having such a high net can affect the RCD's federally negotiated indirect cost rate.
- There was agreement for \$15K, the amount recommended by the auditor, to be the threshold for material expenses to re-date.
- Glauthier requested Charland make the appropriate changes in time to notice them at the next Board Meeting. Nelson stated that staff would be bringing an accounting policy before the Board soon.

9.2 Executive Director Report

- The Chipper Program is underway. The RCD coordinated with Fire Safe San Mateo for two chipping days in Butano Canyon and one in El Granada. 30 – 40 homes participated. Kramer asked how the community had been informed; Nelson explained mailers had been sent out and more outreach would be done soon.
- The RCD will be participating in the Pescadero Arts and Fun Festival.
- The RCD has been hosting an intern from Puente de la Costa Sur, Yahir Gomez.
- Docent tours for the dredge project are scheduled for August 18th and September 15th.
- The RCD had been awarded funds from the San Mateo County Agricultural Commission to scope, design, and permit a project to eradicate *Hypericum canariense* (Canary Island St. John's Wort).
- Three people responded to the Board recruitment announcement in the last newsletter.
- CARCD (California Association of RCDs) and NRCS have been revising and updating the agreements that form the relationship.

9.3 Directors' reports

- Reynolds recently spent a month in Europe and noticed that there was a lot more being done regarding recycling and availability of organic food.

- Reynolds was excited to see the RCD's equipment mobilizing on his property for the Butano Creek dredge project.
- Kramer reported that he had been working on the San Mateo County fine scale vegetation mapping project, leading the field team efforts. To date they had done nearly 300 different samples and were expecting to wrap up in a few weeks. The final product, a map of San Mateo County's vegetation, will be housed with the County and available to the public. It will be the first time San Mateo County vegetation will be mapped at this scale with this level of detail.
- Etherton stated that San Mateo County was working on a disposable foodware ordinance which would hopefully be brought to the Board of Supervisors before the end of the year. The City of Brisbane is following the drafting of the ordinance closely.

9.4 Board will consider recommendation to contract with Storesund Construction for installation of a new irrigation system at Carpy Ranch in Pescadero.

- Discussion included the need for the work; difficulty getting contractors due to prevailing wage requirements and delayed state payments; and project costs.
- Reynolds moved to contract with Storesund Construction for the installation of a new irrigation system at Carpy Ranch in Pescadero; Etherton seconded. Motion passed unanimously.

9.5 Board will discuss and may take action regarding an RCD-sponsored art event.

- Glauthier explained that he'd seen a presentation at the 2018 CARCD Conference about highlighting the beauty of RCD projects such as plein air art projects. He stated that the RCD Board liked the idea but would need a local artist group to partner with such as South Coast Artists' Alliance (SCAA); of which Webb and Clark are on the Board.
- The discussion among directors, staff, and guests included finding and communicating beauty and inspiration in the RCD's work; partnership with SCAA; potential events and considerations; representation of water quality and climate data in abstract art; storm drain murals proposed by water quality program staff; whether an art event would be a fundraiser; etc.
- Webb asked the RCD to designate someone to work with SCAA to find two different landscapes for plein air art outings.

9.6 Board will discuss and may take action on the Executive Director's annual compensation.

- Glauthier reported that during the closed session the Board went through an annual review of the Executive Director (Nelson). The Board was very pleased with the Executive Director, she did a terrific job in each category reviewed, she is a local and state leader who works well with staff and the community and the technical side of the RCD's projects; and generally has outstanding performance in her role.
- The Board recommended a 10% increase (3% COLA, 7% additional) in her annual compensation to align her salary more closely with that of similar roles within the San Mateo County Parks Department.

- Kramer moved to increase Nelson's annual compensation 10%, Etherton seconded. Motion passed unanimously.

10. **Adjourn Meeting**

Meeting adjourned at 6:09 p.m.

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