

DRAFT Minutes of the Regular Meeting of the Board of Directors

December 19, 2019

4:00 pm – 6:00 pm

Location: 80 Stone Pine Road, Suite 100, Half Moon Bay, CA 94019

Directors present: TJ Glauthier, Adrienne Etherton, Barbara Kossy, Neal Kramer

RCD staff present: Amy Kaeser, Sheena Sidhu, Maaya Hensman

NRCS staff present: Jim Howard

Public: Steve Daus

1. Call to Order

Meeting was called to order at 4:02 p.m.

2. Approval of Agenda

Agenda passed unanimously.

3. Introduction of Guests and Staff

All listed above introduced themselves, including two new staff members (Sheena Sidhu and Maaya Hensman)

4. Public Comment

Steve Daus of TSS Consultants spoke: Environmental Services, in particular support for FireSafe Councils, grants, wildlife hazard planning and mitigation assistance. Lives and works out of Sunnyvale. Will respond to the RFQ. Has spoke with Cleo and Joe.

5. Consent Agenda

5.1 October 17, 2019 Draft Regular Meeting Minutes

5.2 December 3, 2019 Draft Special Meeting Minutes

5.3 Media about the Butano Creek restoration project:

- a.) November 5, 2019 article in SF Chronicle. “Restoring a San Mateo County creek to help fish thrive.”
- b.) November 7, 2019 article in San Mateo Daily Journal: “Long-awaited Butano Creek restoration project finished.”
- c.) December 6, 2019 op ed in SF Chronicle: “What we can learn from the saving of a San Mateo County creek.”

All approved unanimously at once. Barbara moved to approve. Adrienne seconded.

6 Regular Agenda

6.1 Executive Director report

- NA
- Year end summary was great. Board appreciated what she’s done this year! Wishing good holiday season.

6.2 Directors' reports

- Adrienne: idea from an organization she used to run, Sustainable SMC has a big awards event every year. She and husband have hosted a table in the past. Opportunity for Board and Staff to get out and meet people. Possibly share tickets if interested. Thr April 2. No decision needed until Feb. Tickets are generally \$100. Fundraiser, dinner, auction, County Supervisor(s) MC event, 4-5 orgs from County honored (RCD honored a few years ago). (TJ encourages to get a table reserved. Think about price, make commitment at Jan meeting.)
- Neil: participated in first flush. Interesting, heard a lot about it, but haven't been involved. Realized it's a complex job. Noah did a good job: train team/volunteers who don't have a lot of experience, need to keep their attention, (Q about what First Flush is) ... Started just after dark this year, challenging, raining of course, sites people may not be familiar with. Also challenging is that rain isn't consistent everywhere, one site wasn't flowing. Appreciation now and better feel for what they're doing.

Chance to get tour of the upstream berm at Butano Creek that is part of Butano Reconnection Project. Impressive engineering project. Contractors did a nice job putting it together. Looking forward to seeing it. Took a lot of thought and effort.

- Barbara: went to CARCD conference. So much information and people. Whole thing is online via CARCD website. Workshop on working with elected officials – got thinking about how to be effective in that way. Met lobbyist for CARCD, Tosha. Healthy Soils initiative with ranching through Audubon. (Barbara just joined San Mateo Audubon Board). Convo between Audubon/RCD. Tomkat Ranch biologists are doing bird banding. Audubon tour of Butano to get more involved in restoration. Event was great, would encourage others to go, good for meeting board members from other RCDs, successes and challenges. One of the emphases of event was diversity. Diversity for various points of view to come to solutions.

(Jim H asked question about the Speak off) Speak off – young people using debate skills. Odd because some had factual errors... (TJ mentioned maybe sponsoring someone from local group) How to get young people involved? Get a teacher! (Adrienne – recently met someone from San Bruno Mountain Watch, work with AP Env Sci class. New staff member, Aundra, with Office of Ed in Env Ed role. Might be a good connection point.) Discussion. (Steve Daus: Forestry program at HS level, four-day event with speak off. Organizers name is Diane Neal – coordinator for Forestry Challenge.)

Went to Adria's presentation, did a great job of presenting. Kevin Watt also presented at same time. Reputation that our RCD has there is great. Saw lots of high functioning, lots of projects, energy.

- TJ: Nothing to add. Kellyx working a lot at state level, streamlining permits. Traction right now.

6.3 Resolution 2019-8: Resolution expressing appreciation and gratitude for David and Kathleen Bevin for their help with the recently completed project to restore fish passage on Alpine.

- Discussion
- Neal moved to adopt, Barbara seconded. Approved unanimously.

6.4 Directors will discuss and consider approving Quarter 1 Fiscal Year 2020 Financial Statements. Lead: TJ Glauthier, Finance Committee Chair

- TJ: talked about financials several times. Went to quarterly basis. Lag between work, bills, invoices. Discussion of fluctuations. Quarterly balances better. Good pattern. Much larger than any other quarter will be due to construction. Operating reserve, policy established just a couple years ago. Goal is to have three months of operating expenses (salaries, benefits, rent, etc – approx. 150k/mo, so goal is about 400k). Practice has been to pay contractors earlier if possible.
 - Thanks to Ryan for his work. Please share appreciation.
 - Adrienne moved to approve, Neal seconded. Approved unanimously.
- 6.5** Directors will discuss and consider approving the independent financial audit prepared by RJ Ricciardi, Inc. Certified Public Accountants for Fiscal Year 2018: “Basic Financial Statements June 30, 2018” and “Board of Directors and Management Report for the Year Ended June 30, 2018.”
Lead: TJ Glauthier, Finance Committee Chair
- TJ: No problems. Hard to find auditors at rates we can afford. Any Qs or issues? TJ has read through, thinks in good shape.
 - Neal moved to approve, Barbara seconded. Approved unanimously.
- 6.6** Board will discuss and consider approving a revision to the San Mateo RCD personnel manual to reduce the wait period for health benefits to take effect for new staff.
- Discussion. Board suggests looking into this further and determine if we can close the gap to be effective with hire date.
 - Adrienne moved to approve, Neal seconded. Approved unanimously.

Other:

- January board agenda: Add discussion of Board structure and election of board officers.

7 Adjourn Meeting

Meeting adjourned at 4:52 p.m.