

DRAFT Minutes of the Regular Meeting of the Board of Directors
May 21, 2020
4:00 pm – 6:00 pm
via Zoom teleconference

Directors present: Barbara Kossy, TJ Glauthier, Adrienne Etherton, Jim Reynolds

RCD staff present: Kellyx Nelson, Lau Hodges, Amy Kaeser, Joe Issel, Dylan Skybrook (Santa Cruz Mountains Stewardship Network)

NRCS staff present: Jim Howard

Guests present: Brook Vinnedge, Ron Sturgeon

1. **Call to Order**

Kossy called the meeting to order at 4:05 p.m.

2. **Approval of Agenda**

Reynolds moved to approve the agenda, Etherton seconded. Motion passed unanimously.

3. **Introductions of Guests and Staff**

All in attendance introduced themselves.

4. **Public Comment**

None

5. **Consent Agenda**

- Nelson requested the April 16, 2020 minutes be pulled from consent as they had not been finalized in time to notice.
- Glauthier moved to approve the consent agenda as amended, Reynolds seconded. Motion passed unanimously.

6. **Regular Agenda**

6.1 Board will consider Resolution 2020-2: San Mateo Resource Conservation District as the Lead Agency under the California Environmental Quality Act (Pub. Resources Code, § 21000 et seq.) regarding the Butano Farms San Francisco Garter Snake Habitat Enhancement Project Approving the Mitigated Negative Declaration and Adopting the Mitigation Monitoring and Reporting Program.

- Kaeser presented about the project and CEQA process (see attached).
- **ACTION:** Glauthier moved to approve Resolution 2020-2, Etherton seconded. Motion passed unanimously.

6.2 Board will consider Resolution 2020-3: Approving Funds from the California Department of Fish and Wildlife (CDFW) for the Santa Cruz Mountains Stewardship Network's Santa Clara/Santa Cruz Vegetation Mapping and Landscape Database Project.

- Skybrook and Nelson explained the resolution.
- **ACTION:** Etherton noted the date was wrong on the resolution and moved to approve Resolution 2020-3 as amended with the corrected date, Glauthier seconded. Motion passed unanimously.

6.3 Board will consider contracting with Ecological Concerns, Inc. for integrated pest management for the control of two invasive plants on private properties.

- Nelson described the project and reviewed the selection process that was in the associated memorandum.
- Issel noted that Ecological Concerns, Inc. had the most relevant experience.
- There was discussion about duration of funding for ongoing treatments and the shift from a focus on eradication to control.
- Glauthier moved to contract with Ecological Concerns, Inc. for integrated pest management for the control of two invasive plants on private properties, Etherton seconded. Motion passed unanimously.

6.4 Board will discuss Fiscal Year 2021 (FY21) draft budget.

- Nelson explained the process by which staff and the Finance Committee developed the proposed budget, reviewed and discussed variances from the prior fiscal year (budgeted and projected actual) and discussed anticipated impacts of the recession for Fiscal Years '20, '21, '22 and beyond.
- The RCD had been able to make the full budgeted allotment to the Operating Reserve in FY20 and the goal was still to have enough in the account to cover 6 months of operations.
- Etherton asked if the Water Quality's Budget reflected one or two positions; Hodges confirmed it reflected one.
- Nelson noted no Cost of Living Adjustment had been budgeted for FY21. She did not plan to cut any positions but did plan on making some targeted, individual salary adjustments.
- Kossy asked about the RCD's rent and whether Nelson planned to keep the same size office space; Nelson confirmed that rent increased each year and she was currently planning to keep the same size office.
- Glauthier stated that the RCD's cash and income position were strong, and it was reasonable to think the RCD could keep staff employed for 1/1.5 years.

6.5 Diversity, Equity and Inclusion (DEI)

- Directors discussed what about moved them about DEI. Discussion included:
 - the RCD's effectiveness lies in the variety of organizations with which it collaborates
 - diversity of RCD staff and Board
 - diversity is not an option but a mandate
 - diversity is a strength and an asset to problem solving
 - the RCD could improve upon cultural diversity
- Sturgeon agreed with a lot of what the Directors said and noted that he would like to see a high school or college aged board member.
- Nelson noted the following steps staff had taken:
 1. Assessed and revised employee recruitment strategies;
 2. Increased minority and women owned businesses on the contractor list;
 3. Considered access to food and childcare as a factor enabling more diverse participation in public outreach meetings;
 4. Hosting interns from Puente de la Costa Sur and providing this summer's intern with a laptop to work remotely.
 5. Added DEI as a standing item on both staff and board meetings.
 6. Incorporated consideration of DEI into the COVID-19 Field Policy.
 7. Helping to build a network for someone on staff who felt marginalized.

6.6 Executive Director's Report (Kellyx Nelson)

- COVID-19:
 1. Thanked Kaeser for her work leading the COVID-19 Team.
 2. Several projects had been postponed to FY '22.
 3. RCD sent a message to targeted audiences regarding where and why we would be working and what precautions we are taking.
- Programs and project updates:
 1. Agricultural and Climate team wrapping up their Urban Agriculture Technical Assistance Program. Healthy Soils Program is not currently included in the state budget.
 2. Water Quality Program will remove the fats, oils and grease from Pillar Point Harbor stormline this summer and is working on the Total Daily Maximum Load proposed for Pillar Point Harbor and Frenchmens Creek.
 3. Erosion and Sediment Program broke ground at Dark Gulch stream crossing and is providing assistance for the TMDL in Pescadero. Nelson showed videos from the Dark Gulch project site.
 4. Due to CoVID-19 the Habitat Enhancement Program pushed back most of its construction from FY21 to FY22.

5. Forest Health and Fire Resilience program moving forward with chipping program and fuel load reduction projects.

6.7 NRCS report (Jim Howard)

- NRCS was moving full throttle ahead on the first big batch of Farm Bill Projects and several counties had seen less applications funded.
- There was enough money in the Regional Conservation Partnership Program to fund a grazing lands application.
- COVID-19 stimulus package money is coming to the USDA.
- NRCS was trying to figure out how to get offices back open. Howard was working closely with the RCD to devise a plan.

6.8 Directors' Reports

- Glauthier reviewed the RCD's FY21 Budget and felt good about the way it was shaping up. He had been attending the San Mateo County Harbor District's meetings and speaking with commissioners. He hopes they approve funding for the continued water quality partnership.
- Etherton reported that Sustainable San Mateo County Awards had a new date and it was expected to be a virtual event.
- Kossy reported that her work on the California Invasive Plants Facebook page had allowed her to connect people on landscape level project.
- Reynolds reported that the Butano Dredge Project was a success and he appreciated the RCD's work on it.

7 Adjourn Meeting

Kossy adjourned the meeting at 5:50 p.m.

Butano Farms San Francisco Garter Snake Habitat Enhancement Project CEQA Process



Lead Agency: San Mateo Resource Conservation District

May 21, 2020



Outline

1. Brief Project Summary
2. Location
3. Objectives
4. Habitat Enhancement Activities
5. Project Timeline
6. CEQA Process



Summary

- Improve habitat conditions for San Francisco garter snake and California red-legged frog
- Part of regional recovery effort
- Mitigation for PG&E





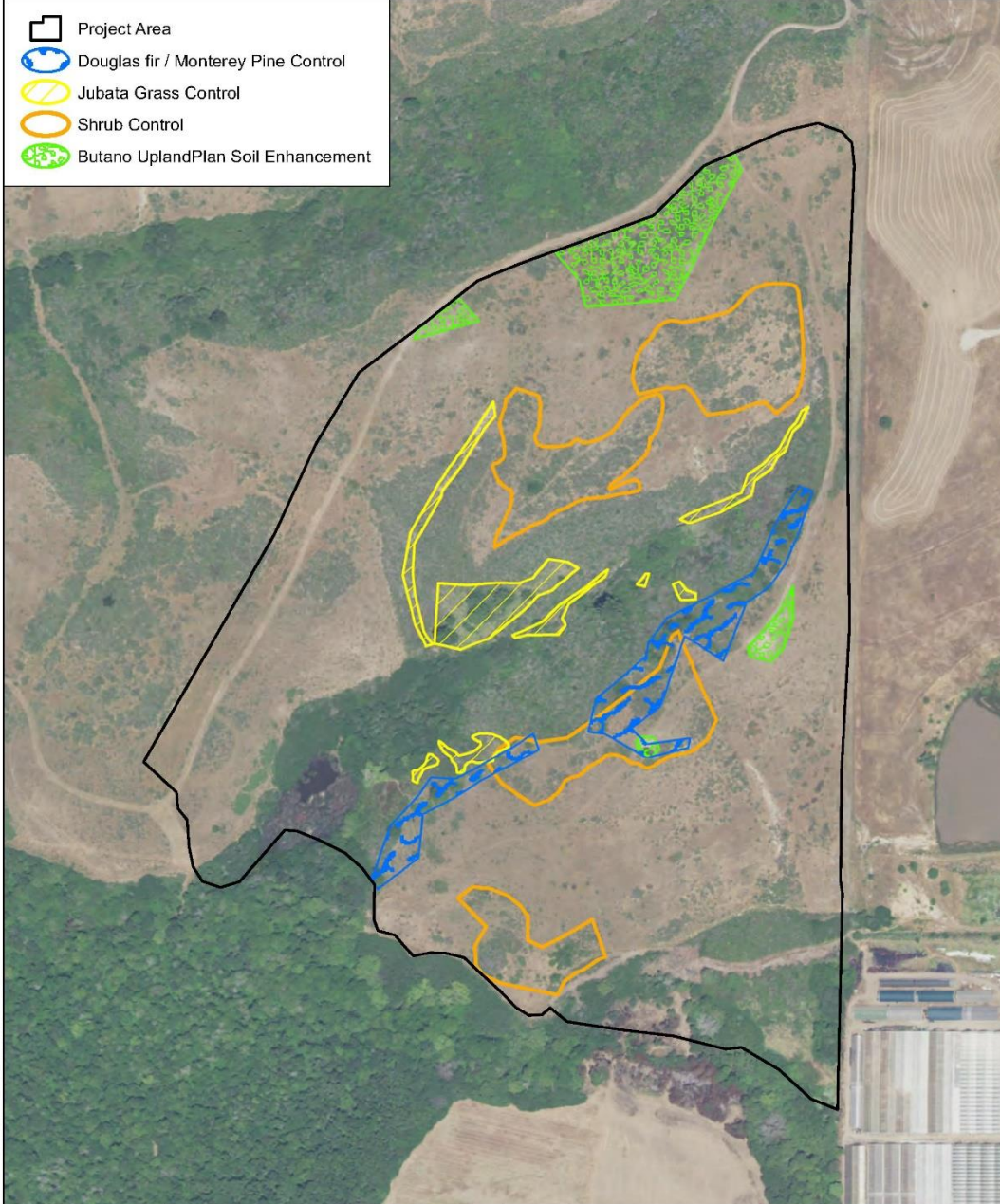
Project Location

Objectives

1. Create and protect shallow open bench habitat
2. Maintain at least 25% open water habitat
3. Maintain 25-50% cover of emergent vegetation
4. Protect pond water quality
5. Control and/or eradicate invasive species
6. Reduce woody encroachment into grassland

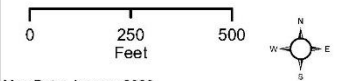


Upland Habitat Enhancement Activities



- Project Area
- Douglas fir / Monterey Pine Control
- Jubata Grass Control
- Shrub Control
- Butano Upland Plan Soil Enhancement

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Map Date: January 2020
Aerial Source: NAIP (2019)

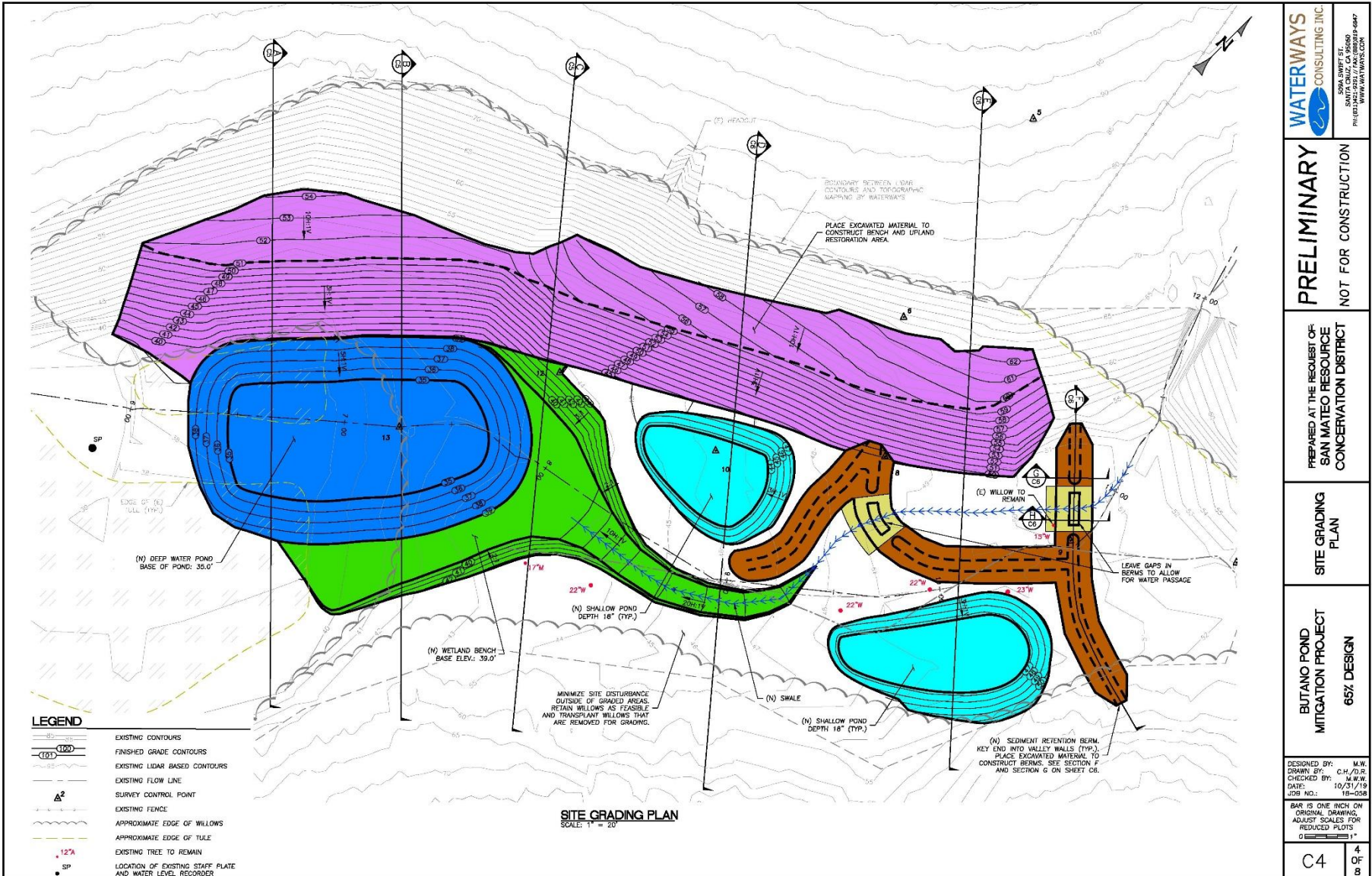
FIGURE 4 - UPLAND HABITAT ENHANCEMENT

Butano Farms - San Francisco
Garter Snake Habitat Enhancement Project

San Mateo County, CA

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Pond Habitat Enhancement Activities



Project Timeline



PLANNING

Spring-Summer 2020

Complete CEQA, complete 100% designs and specs, obtain permits

CONTRACTOR SELECTION

Fall-Winter 2020

Bid Process and Contracting

IMPLEMENTATION

Summer-Fall 2021

Habitat enhancement actions

MONITORING AND MAINTENANCE

2021-2051

30 years of monitoring and maintenance



California Environmental Quality Act (CEQA):

- Disclosure to public and decision-makers the significant environmental effects of proposed activities.
- Identify ways to avoid/reduce potentially harmful effects.
- Consideration of alternatives and application of feasible mitigation (if necessary).
- Public disclosure of agency decision making and reasons for approval if there are significant effects.

CEQA Process



**Publish
IS/MND and
Notice of
Intent**
March 2020

**30 Day Public
Review Period**
March – April
2020

**Consider Public
Comments on
IS/MND**
April – May
2020

**SMRCD Board
Considers
IS/MND and
MMRP**
May 2020

File NOD
May 2020

Questions and Guest



Welcome Brook Vinnedge, Vinnedge Environmental Consulting

