

Regular Meeting of the Board of Directors

**Thursday, August 19, 2021
4:00 – 6:00 pm**

The meeting will be held remotely via Zoom at: <https://us02web.zoom.us/j/89675733636>

If you are using a computer or other device to join the meeting, you may click [here](#). A computer video camera is not required to participate. If you do not have access to a computer or internet during this meeting, or if your computer does not have audio, you can call in by phone: (669) 900-6833 and enter the meeting ID: 896 7573 3636 when prompted.

1. Call to Order
2. Approval of Agenda
3. Introduction of Guests and Staff
4. Public Comment- The Board will hear comments on items that are not on the agenda. The Board cannot act on an item unless it is an emergency as defined under Government Code Sec. 54954.2.
5. Consent Agenda The Board of Directors approves: <ul style="list-style-type: none"> 5.1. Fiscal Year 2020 Draft Audited Financials 5.2. Fiscal Year 2021 Draft Financials The Board of Directors receives into record: <ul style="list-style-type: none"> 5.3. Letter from fifteen State legislators to California legislative budget committees regarding Resource Conservation District Capacity Budget Request. 5.4. June 14, 2021 letter from Congresswoman Anna G. Eshoo to Tammy Littrell, Acting Regional Administration at FEMA regarding denial of Public Assistance funding to San Mateo RCD after the CZU Lightning Complex Fire. 5.5. June 15, 2021 letter from Congresswoman Anna G. Eshoo to Mark Ghilarducci, Director of California Office of Emergency Services, regarding concern about CZU Lightning Complex Fire road repairs being done in the Barranca Knolls, Cougar Ridge, Whitehouse Canyon, and Last Chance communities in the Santa Cruz Mountains. 5.6. June 15, 2021 letter to Environmental Farming Act Science Advisory Panel at the California Department of Food and Agriculture (CDFA) regarding 2021 Conservation Agriculture Planning Grants Program Draft Requests for Proposals.
6. Regular Agenda <ul style="list-style-type: none"> 6.1. Board will consider appointment of Steve Stielstra as Associate Director 6.2. Board will consider contracting with SRT Consultants for engineering oversight of Little Butano Creek Flow Enhancement, Butano State Park 6.3. Board will consider contracting with Tukman Geospatial as fiscal agent for the Santa Cruz Mountains Stewardship Network for the creation of map products that represent the functional riparian area of Santa Clara County. 6.4. Board will consider contracting with Balance Hydrologics, Inc. to develop designs for San Pedro Creek Fish Passage at Adobe Bridge 6.5. Board will consider contracting with Community Tree Service Inc. for the Girl Scouts of Northern California – Camp Butano Forest Health Project. 6.6. NRCS report 6.7. Directors’ reports
7. Adjourn Meeting The next Regular Meeting of the Board of Directors will be September 16, 2021.

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.

Minutes of the Regular Meeting of the Board of Directors
August 19, 2021
4:00 pm – 6:00 pm
via Zoom teleconference

Directors present: Barbara Kossy, TJ Glauthier, Adrienne Etherton, Jim Reynolds (arrived at 5:30)
Associate Directors present: Kevin Watt, Steve Stielstra (appointed at this meeting)
RCD staff present: Kellyx Nelson, Lau Hodges, Joe Issel, Amy Kaeser, Jarrad Fisher, Sheena Sidhu
NRCS staff present: Jim Howard
Guests present:

1. Call to Order

Kossy called the meeting to order at 4:01 p.m.

2. Approval of Agenda

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

3. Introductions of Guests and Staff

All in attendance introduced themselves.

4. Public Comment

Nelson noted she was back from sabbatical and feeling refreshed and restored; she thanked the Board for their support.

5. Consent Agenda

- Glauthier pulled item 5.1, noting it the Fiscal Year 2020 Draft Audited Financials needed some corrections and would be brought back before the Board in September 2021.
- Glauthier pulled item 5.2, Fiscal Year 2021 Draft Financials, for discussion during the regular agenda.
- Glauthier moved to approve the consent agenda as amended, Etherton seconded. Motion passed unanimously.

6. Regular Agenda

6.1 Board will consider appointment of Steve Stielstra as Associate Director.

- Discussion included Stielstra's background in environmental consulting; being resident of the Coastside for 30 years and enjoying involvement in local environmental matters.
- **ACTION:** Etherton moved to appoint Steve Stielstra as Associate Director, Glauthier seconded. Motion passed unanimously.

6.2 Board will consider contracting with SRT Consultants for engineering oversight of Little Butano Creek Flow Enhancement, Butano State Park.

- Discussion included review of the memo submitted by staff and why to it made sense to sole source.
- **ACTION:** Etherton moved to contract with SRT Consultants, Glauthier seconded. Motion passed unanimously.

6.3 Board will consider contracting with Tukeman Geospatial as fiscal agent for the Santa Cruz Mountains Stewardship Network for the creation of map products that represent the functional riparian area of Santa Clara County.

- Skybrook reviewed the funding source and San Mateo RCD's role in the Network which is managing a project outside the RCD's district.
- The Board and Nelson ask Skybrook to present a project update to the Board; Skybrook agrees and notes that he would include Danny Franco.
- **ACTION:** Etherton moved to contract with Tukeman Geospatial, Gauthier seconded. Motion passed unanimously.

6.4 Board will consider contracting with Balance Hydrologics, Inc. to develop designs for San Pedro Creek Fish Passage at Adobe Bridge.

- Discussion included Balance Hydrologic's history in the project area and knowledge of the watershed; general health of the creek and habitat upstream of the barrier; constraints to restoration in the developed lower portion of the creek; the type of barrier and potential designs to fix it.
- **ACTION:** Glauthier moved to contract with Balance Hydrologics, Inc., Etherton seconded. Motion passed unanimously.

6.5 Board will consider contracting with Community Tree Services Inc. for the Girl Scouts of Northern California – Camp Butano Forest Health Project.

- Discussion included:
 - effects of the CZU fire on the site
 - corrections to the memo- the third page of the document was blank and had a 'DRAFT' watermark and correcting 39.8 acres to 38.9
 - this is for the first project under the new Public Works Plan (PWP)
 - CEQA compliance through the State's Vegetation Treatment Program EIR
 - Recognition of Sheena Sidhu's great work and appreciation by partners and the community.
- **ACTION:** Etherton moved to contract with Community Tree Services, Glauthier seconded. Motion passed unanimously.

6.6 NRCS report (Howard)

- Conservation Incentive Contracts (CICs) were a national pilot project to provide drought relief; he was awaiting news on which projects would be funded.
- United States Department of Agriculture required COVID vaccines for all employees. He appreciated the RCD/NRCS partnership office through the pandemic.
- Discussion included:

- types of requests he had received relating to the drought; Howard noted he'd visited new properties and across the board people are stressed about water. He anticipated the calls would continue coming in.
- if the national budget was not approved in September if Howard foresaw any problems. Howard expected the continuing resolution process if that were the case.
- if NRCS would be affected by the Infrastructure Bill; Howard expected some trickle down.

5.2 Fiscal Year 2021 Draft Financials

- Glauthier stated it had been a difficult year due to COVID and the CZU Fire and only two thirds of the projected revenue had come to fruition, yet the RCD had continued paying salaries and ended the year with a slight surplus. The RCD has a net of \$2 million in addition to a strong cash position and operational reserve.
- Nelson noted some hiring had been postponed and that other effects might be expected in a couple of years. She also confirmed the \$250,000 allocation had been made to the operating reserve.
- **ACTION:** Etherton moved to approve the Fiscal Year 2021 Draft Financials, Glauthier seconded. Motion passed unanimously.

6.7 Directors' reports

- Glauthier reported:
 - Regarding the boundary expansion work with the Local Area Formation Commission, Kaeser had continued moving the process forwards and he was expecting some data to be coming in soon. He hoped to bring it to the Board in at the September meeting.
- Etherton reported:
 - The City of Brisbane passed a Climate Energy Declaration which would require the city be carbon neutral by 2040 and reduce emissions by 60% by 2030. Nelson asked if Etherton would do a "lunch & learn" for RCD staff on the topic. Etherton said she would love to.
 - She was working on drafting an Outdoor Lighting Standards Ordinance for the City of Brisbane, based on the recommendations from the International Dark Skies Associations.
 - She had recently participated in a workshop with the City of Half Moon Bay which is considering requiring new buildings to be gas-free.
 - Coastside Families Taking Action's Environmental Committee is piloting a zero-waste party kit for community members to borrow at no cost.
- Stielstra said he was thrilled to be on the Board.
- Watt echoed Howard's appreciation of the benefits of the RCD/NRCS partnership office.
- Kossy reported:
 - She was thankful there were no fires in San Mateo County.
 - She had enjoyed her road trip, pulling a trailer with a Tesla, and she got to meet Julia Bott, former RCD director.

- She was concerned about the drought effects on the Coastside.
- She noticed the eucalyptus removal in Burleigh Murray Ranch State Park
- Reynolds stated that the Butano dredge was working well.

7. **Adjourn Meeting**

- Board scheduled a Special Meeting on August 31, 2021 from 3:30 pm – 4:30 pm. This meeting was cancelled.
- Kossy adjourned the meeting at 5:37 p.m.



San Mateo County RCD Associate Director Policy

Associate directors can be a vital component of the district, broadening the district's range of expertise and assisting with programs. The position is voluntary, with no compensation. Associate directors may offer technical assistance, personal opinions, and relevant advice to the board and staff.

Associate directors do not vote at Board meetings, but may be assigned to any task normally performed by a director. Once appointed, associate directors are considered members of the legal body for all purposes excepting voting privileges and are subject to the Brown Act. The RCD may recruit an unlimited number of associate directors.

The San Mateo County RCD may appoint associate directors subject to the following procedures and conditions:

- 1. Eligibility:** It is encouraged, though not required, that an individual interested in becoming an associate director attend a minimum of three meetings prior to submittal of an application to become an associate director. It is also encouraged that associate directors reside within the district.
- 2. Application:** Interested individuals must submit a written application to the Board of Directors. In order to qualify, the applicant must show a sincere interest in supporting the goals of the district, resource conservation, and/or the desired task and be willing to commit the time required to actively assist the RCD. The Board may also seek associate directors to perform tasks as needed.
- 3. Appointment:** Associate directors are appointed by majority vote of the board of directors. An associate director serves at the discretion of the board and may be removed from the position by a majority vote of the board of directors. Associate director positions shall be at large.
- 4. Term of Office:** The appointment is for a period of two years. An associate director may resign at any time and may be removed from the position at any time upon a majority vote of the Board of Directors. An associate director's term may be renewed by a majority vote of the Board of Directors.
- 5. Board Eligibility:** Any Associate Director, after successfully completing two years as an Associate Director, will be eligible to compete for nomination of a Director's position per Division IX of the California Public Resources Code, whether they are a property owner within the district or not, so long as they continue to reside in the District, or are a designated agent of a resident landowner within the District.

6. Meeting Attendance: Associate directors are encouraged to participate in all regular meetings of the Board of Directors to provide technical support and personal opinions regarding district programs, long-range plans and annual plans in connection with the goals and visions of the district.

7. Duties: Associate directors can attend meetings and provide the district with expertise. Associate directors are expected to support the district beyond board meetings, but cannot represent the district without approval of the Board of Directors. Generally, associate directors may accomplish the same duties and tasks as full directors, except voting. Associate directors may chair standing or ad hoc committees and may be voting members of committees of which they are members.

8. Expenses: An associate director may be reimbursed for approved expenses in connection with his/her activities on behalf of the District. Expense claims must be submitted in the manner stated in the district's financial policies.

9. Conflict of Interest: Associate directors shall comply with the Conflict of Interest laws and policies applicable to directors, except the requirement for filing Statements of Economic Interests.

10. Training: Associate Directors will be required to complete Ethics Training, as required by law for directors of RCDs.

The undersigned acknowledges that he/she has read and understands the above policy, and hereby applies for appointment as an Associate Director of the San Mateo County Resource Conservation District.

Signature 

Date: 6-15-2021

Print Name: Steve Stielstra

Phone: 

APPLICATION TO SERVE AS AN ASSOCIATE DIRECTOR
of the
SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT

A cover letter and/or additional materials may be attached.

DATE: 6-15-2021

NAME: Steve Stielstra

ADDRESS: [REDACTED], El Granada, CA 94018

TELEPHONE:

E-MAIL: [REDACTED]

1. What is your interest in serving as an associate director? I'm very interested in working with a skilled team focused on hands on, practical, solutions to the many resource conservation, restoration and enhancement challenges we have in the region. The RCD has an amazing team that I'd very much like to support in a formal, volunteer role and this position seems to be a very good fit for that as a direct way to contribute my ideas and experience.
2. Please share information about your background that will benefit the RCD. My career has spanned a broad range of areas in the environmental field, mostly as a consultants, but also as a client. I have a solid foundation of experience based on hundreds of projects nationwide, primarily in the West, from Alaska to southern California. I've worked with many agencies and in many settings. Early on I had seasonal jobs with the US Forest Service, BLM and California State Parks. I've contributed strategic thinking and problem solving in many complex, often large and controversial projects. I have a BS in Biology and an MA in Environmental Administration.
3. What other skills will you bring to the district? Working knowledge of contracts, real estate and land management, construction, construction compliance, negotiation and conflict resolution, public policy, interagency collaboration, infrastructure projects.
4. What direct or indirect conflicts of interest may you may have in serving as an associate director? I work for an environmental consulting firm, SWCA, that RCD may contract for environmental services. While organizationally I'm not tied directly to operations that would provide these services, technically it's the same firm. However as Associate Director is a non-voting position this may not be a direct conflict of interest.

Memorandum

Date: August 19, 2021
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to Contract with SRT Consultants for Engineering Oversight of the Little Butano Creek Flow Enhancement, Butano State Park

RCD recommends contracting with SRT Consultants for an amount not to exceed \$200,000 for engineering oversight and support during construction of the Little Butano Creek Flow Enhancement, Butano State Park project. The scope of work includes final design revisions, construction bid support, pre-construction services, engineering oversight during construction, and as-built surveys. This would be a sole source contract.

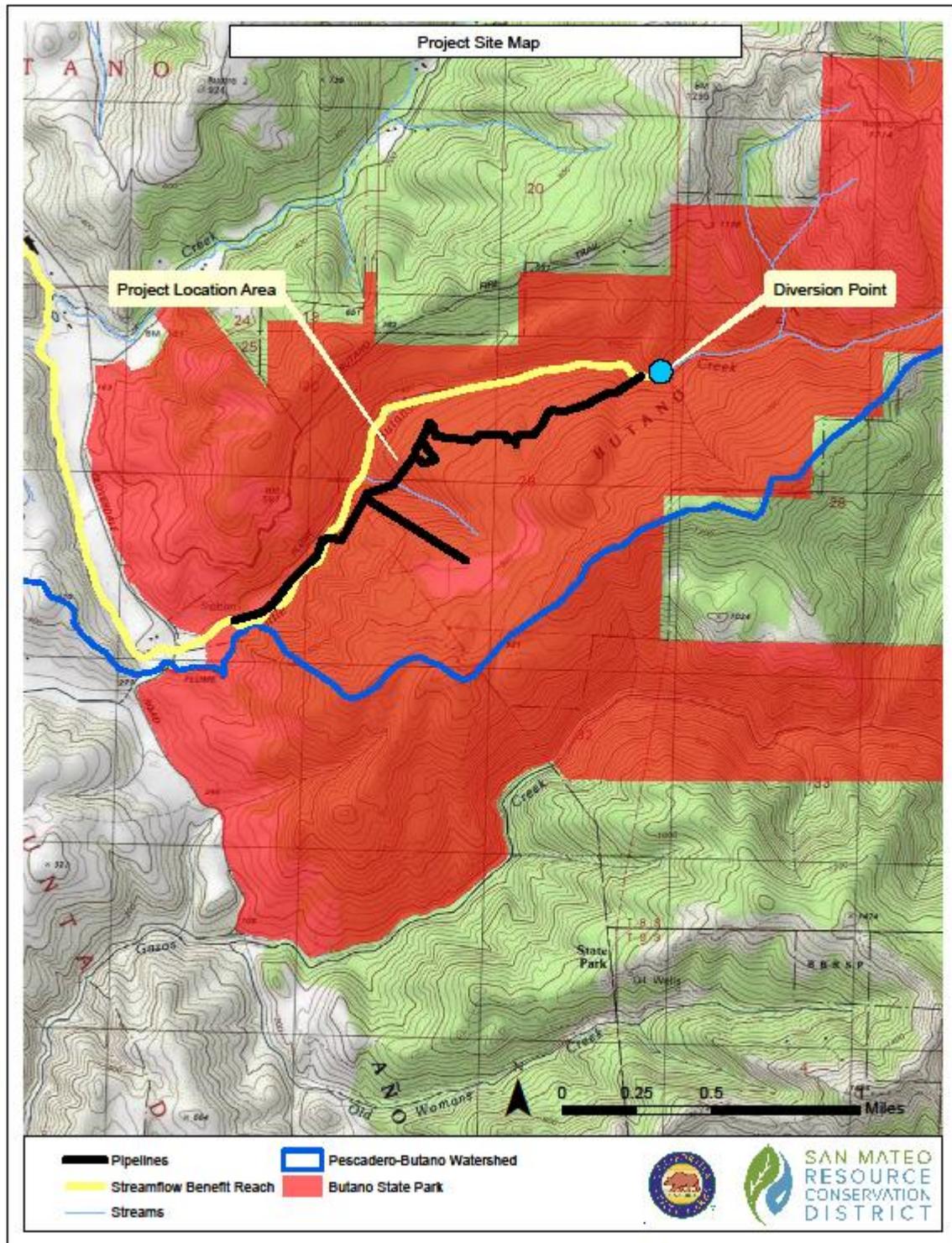
The project will improve streamflow in Little Butano Creek through implementing a new water management plan for California State Parks, instituting a forbearance agreement, as well as upgrading existing infrastructure at Butano State Park, including fixtures, pumps, pipelines, and a new 100,000-gallon water storage tank. This project will help restore streamflow in Little Butano and Butano Creeks during the driest months (September-October) to benefit habitat for federally threatened steelhead trout and federally endangered coho salmon. The project will also create a sustainably managed water system that is built to withstand the long-term effects of climate change. To achieve these goals, this project will:

- reduce total water demand by 35% by fixing systemic pipeline leaks and upgrading fixtures;
- reduce the diversion rate by 66% between April 1st and September 14th by installing a pump that can operate at a lower diversion rate and a 100,000-gallon water storage tank that will operate as a regulating reservoir during this time;
- forbear 100% of diversions from September 15th to October 31st annually, corresponding with the lowest average streamflow periods; and
- limit diversions to 10% of average streamflow at all other times.

The Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy adopted by this Board of Directors on March 20, 2014 requires solicitation of formal advertised bids for expenditures exceeding \$50,000. The policy allows exceptions to standard purchasing procedures in some circumstances, including when “services are of a unique type, are of a proprietary nature, or are otherwise of such a required and specific design or construction, or are specifically necessary for purposes of maintaining cost effective system consistency, so as to be available from only one source.” Staff believes that the work proposed to be sole sourced to SRT Consultants meets this criterion, as the company:

- designed the project, provided specifications, oversaw existing water system assessments and needed upgrades, and provided a geotechnical evaluation;
- was subsequently therefore written into the grant application as the engineering firm to oversee construction activities;
- has collected data in the project area as well as in other portions of Little Butano Creek and has established a relationship with the landowner where construction will take place; and
- is able to efficiently conduct engineering oversight of the project as they are uniquely familiar with the designs and project site.

Site Map





Memorandum

Date: August 13, 2021

To: Board of Directors

From: Dylan Skybrook

Re: Recommendation to contract with Tukman Geospatial for the creation of map products that represent the functional riparian areas of Santa Clara County

As a part of the Vegetation Mapping and Landscape Database Project, the Santa Cruz Mountains Stewardship Network (SCMSN) recommends contracting with Tukman Geospatial to create map products that represent the functional riparian areas of Santa Clara County. The map products are extremely accurate representations of functional riparian areas rather than riparian areas as defined by a fixed distance from thalwegs or top-of-bank lines. These products have been specifically requested and funded by Valley Water but will be publicly available. The contract is for \$77,000.

As the SCMSN's fiscal agent, the San Mateo RCD has entered into prior contracts with Tukman Geospatial for other aspects of this project including, wildfire risk mapping, enhanced lifeform maps, and pervious/impervious surface layers. Since that time, new funds from Valley Water have been secured for the functional riparian work.

The Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy adopted by this board of directors on March 20, 2014 requires solicitation of formal advertised bids for expenditures exceeding \$50,000. The policy allows exceptions to standard purchasing procedures in some circumstances, including when "services are of a unique type, are of a proprietary nature, or are otherwise of such a required and specific design or construction, or are specifically necessary for purposes of maintaining cost effective system consistency, so as to be available from only one source."

The work proposed meets this criterion because:

- Tukman Geospatial is currently offering GIS and mapping services to the SCMSN for the Vegetation Mapping and Landscape Database Project. To efficiently complete the project with the least amount of expense it makes sense to continue the working relationship. Switching to another contractor would result in complication and delays, and thus increased expenses.



- Tukman Geospatial has worked on the vegetation mapping projects in Sonoma, Marin, and San Mateo Counties. These projects and the SCMSN's Santa Cruz and Santa Clara County projects are somewhat unique. They are considered cutting edge and innovative in the industry and there is interest in them at a national-scale. The expertise and experience of Tukman Geospatial is such that continuing to work them as a GIS and mapping services contractor is the best course of action for the project.

Note: The Vegetation Mapping and Landscape Database Project is a project of the SCMSN. The San Mateo Resource Conservation District acts as fiscal agent for the SCMSN. Because the SCMSN covers San Mateo, Santa Cruz, and Santa Clara Counties, the San Mateo Resource Conservation District, as fiscal agent, sometimes approves contracts, grants, and the like, for SCMSN projects that lie outside the San Mateo Resource Conservation District's boundaries. The Board has previously approved grants and contracts for the Vegetation Mapping and Landscape Database Project.

Memorandum

Date: August 13, 2021
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to contract with Balance Hydrologics for the San Pedro Creek Fish Passage Project at Adobe Drive

RCD staff recommends the board of directors approve contracting with Balance Hydrologics, Inc. (Balance) for professional services to develop designs for the San Pedro Creek Fish Passage Project at Adobe Drive for an amount not to exceed \$120,000.

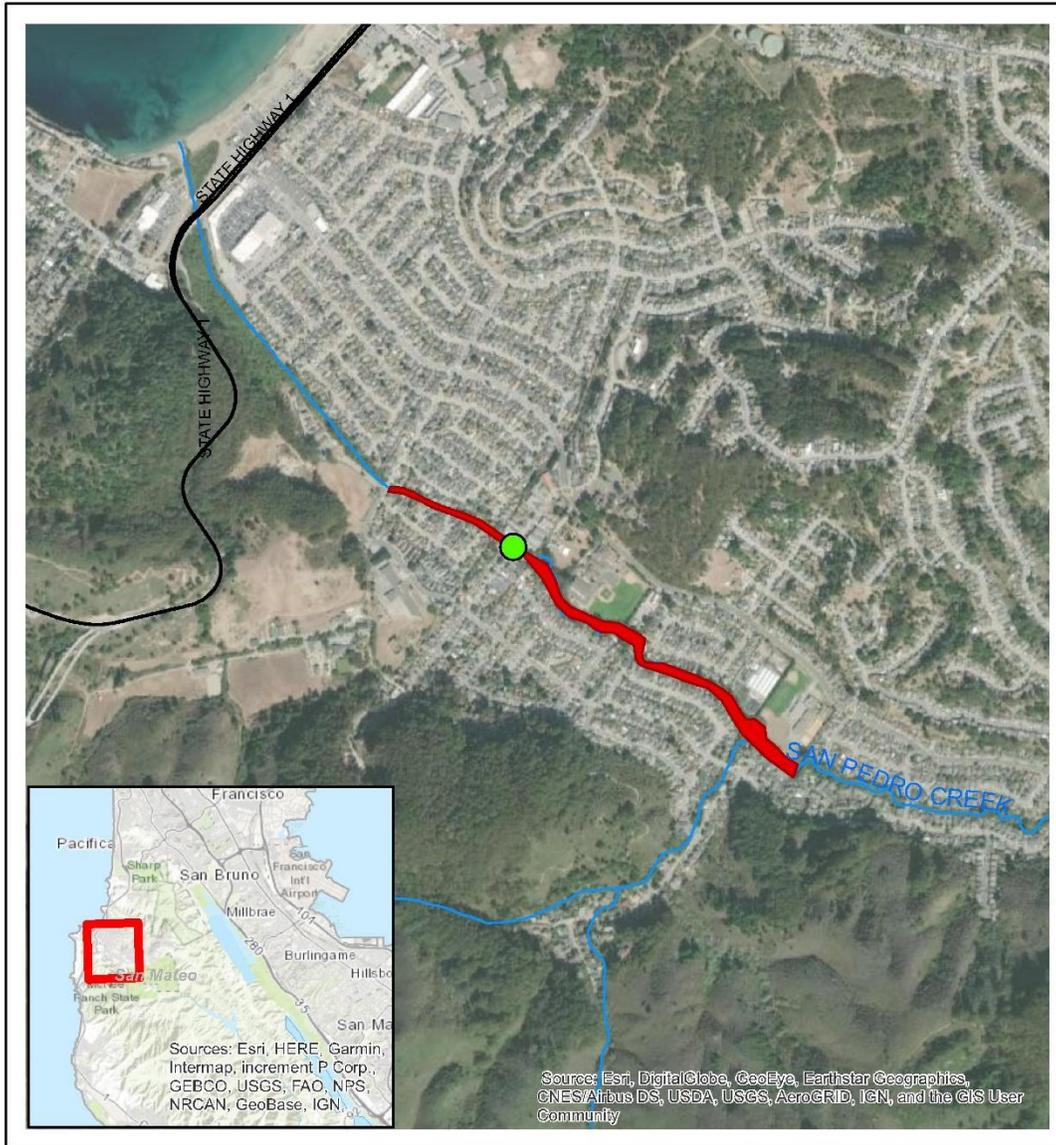
The project will support recovery of threatened steelhead trout and is funded by the Wildlife Conservation Board with additional support from City of Pacifica. It is located on San Pedro Creek, an urban, coastal, perennial stream that drains to Pacifica State Beach. The primary goal of the project is to restore ancestral fish migration by remediating the Adobe Drive fish migration barrier, a road crossing over San Pedro Creek that greatly reduces the ability of fish to access the upper watershed's quality spawning and rearing habitat. Additional benefits are expected to include riparian and creek habitat improvements, bank stabilization, reduced erosion, and reduced flood impacts in lower San Pedro Creek.

A Request for Proposals was distributed on June 4, 2021. Nine firms completed a mandatory pre-proposal site tour on June 22, 2021. Three firms submitted proposals: Balance, Flow West, and Wood Rodgers. All were deemed complete and submitted by the deadline. RCD staff and project partners reviewed the proposals and determined that Balance offers the best approach and most cost-effective budget.

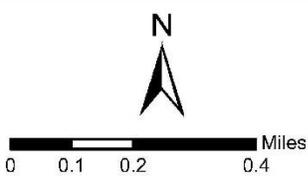
RCD staff recommends contracting with Balance because the firm:

- Demonstrates an excellent understanding of project goals and provides a thoughtful approach;
- Achieves additional tasks beyond minimum requirements to support creek enhancement efforts within the current budget;
- Has good references and experience with similar fish passage, bridge, and creek enhancement projects; and
- Provides the most cost-effective budget.

San Pedro Creek Fish Passage at Adobe Bridge Project Location



-  Adobe Bridge Barrier
-  Project Area
-  Streams
-  Highways



Memorandum

Date: August 19, 2021
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to contract with Community Tree Service, Inc. for the Girl Scouts of Northern California – Camp Butano Forest Health Project

Pending completion of reference checks, RCD staff recommends the Board of Directors approve contracting with Community Tree Service, Inc.¹ for implementation of the Girl Scouts of Northern California – Camp Butano Forest Health Project for an amount not to exceed \$197,000. The scope of work includes 38.9 acres of mechanical mastication and 5.4 acres of hand thinning to remove understory vegetation throughout strategic locations on the property.

The project will improve forest health through mechanical and hand thinning of understory vegetation, including trees and shrubs that are dead and dying as a result of the CZU Lightning Complex Fire. These treatments will improve forest health conditions and benefit ecosystem services, while reducing wildfire risk, increasing carbon sequestration, and reducing the likelihood of a catastrophic emission of carbon in the event of a high intensity wildfire.

A Request for Bids (RFB) was distributed to over 30 qualified firms, posted on the RCD's website, printed in the Half Moon Bay Review, and distributed to four trade journals. Twelve firms completed a mandatory pre-bid site tour. Six of the twelve firms submitted bids by the deadline of 5:00 pm on August 9, 2021. Two firms submitted bids after the deadline and were therefore deemed ineligible. Bids were opened during a public bid opening held on August 10, 2021 with the following results: Community Tree Service, Inc. (\$197,000), Cookson Construction (\$200,900), Professional Tree Care (\$213,000), Hanford ARC (\$289,050), Koala Tree Care (\$300,000), and Mountain F. Enterprises Inc. (\$387,500). RCD staff reviewed Community Tree Service's bid documents and has determined that Community Tree Service, Inc. is the lowest responsible bidder for the project.

RCD staff recommends contracting with Community Tree Service, Inc. for the following reasons:

- The firm is the lowest cost responsible bidder.
- The bid package is complete and was submitted by deadline.
- The firm has experience working with local RCDs, CALFIRE, and on public lands and has a good reputation with these partners.

¹ <https://www.communitytreeservice.net/>

Location Map

