

**DRAFT Minutes of the Regular Meeting of the Board of Directors  
March 18, 2022  
via Zoom teleconference**

Directors: Barbara Kossy, Adrienne Etherton, TJ Glauthier  
Associate Director: Steve Stielstra, John Keener  
RCD staff: Kellyx Nelson, Jarrad Fisher, Andrew Hall  
NRCS staff: Jim Howard

**1. Call to Order**

Kossy called the meeting to order at 4:03 p.m.

**2. Declaration of Emergency Continuing Teleconferencing (subject to AB 361)**

Kossy noted this meeting is held subject to AB361.

**3. Approval of Agenda**

**ACTION:** Kossy moved to approve the agenda, Glauthier seconded. Motion passed unanimously.

**4. Convene Closed Session (4:04)**

Board discussed case number 19-CIV-06848 Hiller Ranch LLC v. OKU, INC., A California corporation; and STEVEN OKU, an individual; SAN MATEO RESOURCE CONSERVATION DISTRICT, a California public agency.

**5. (4:21pm) Convene Open Session and Report on Closed Session**

Glauthier reported that litigation had been discussed and no action had been taken.

**6. Introductions of Guests and Staff**

All in attendance introduced themselves.

**7. Public Comment**

There was general discussion about the desire to return to in-person or hybrid board meetings soon and the hope that it is on the horizon.

**8. Consent Agenda**

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

**9. Regular Agenda**

### 9.1 Board will consider adopting new Draft Personnel Manual

- Directors expressed appreciation for staff and board members who worked on the manual and that it was a readable document, not “legalese,” sets a good tone for the culture of the organization.
- Discussion included workplace flexibility, revising Paid Time Off to be more competitive (estimated total cost for this year is \$40K), PTO accrual limits, adding Veterans Day as a holiday, changing Columbus day to Indigenous Peoples Day to be consistent with our values, the difference between flex time and compensatory time, compensation for jury duty, the section on non-harassment, the section on complaints about the Executive Director, qualitative performance reviews, the requirement for drug-free workplace policies in some funding, a new section for staff who are employed by the RCD as part of a fiscal sponsorship and the model it provides for cross-jurisdictional collaboration,
- Language in the performance review section was changed for clarity.
- The intention was to create a manual that met the needs to be legally current, give staff more certainty, give a tool for onboarding and get information, nimble enough to withstand through time, convey a welcoming tone.
- **ACTION:** Etherton moved to approve personnel manual as adopted April 1, 2022. Glauthier seconded. All approved.

### 9.2 Fiscal Year 2021 Draft Audited Financials

- Glauthier reviewed annual audit, described it as a clean audit, no findings of concern.
- Glauthier moved to accept, Etherton seconded

### 9.3 Board will consider contracting with Waterways Consulting, Inc. for engineering oversight of the Green Oaks Restoration Project.

- Nelson spoke to the merits of the project and explained\_\_\_\_
- **ACTION:** Glauthier motioned and Etherton seconded??

### 9.4 Board will consider Resolution 2022-2: Approval to enter into Funding Agreement for the Loma Mar Mutual Water and Improvement Company Pipeline Replacement Project.

- Nelson corrected a typo.
- Fisher provided project background, explained RCD has worked with Community of Loma Mar since 2014 to help a community that has had catastrophic leaks. Phase 1 installed 4 20,000-gal water tanks as well as

electricity and wireless control system. Phase 2 was to design and implement a replacement of the entire water system, all distribution lines and update treatment plant to be modern. They will have a fully modern system without having to chase leaks. Overall will have brought \$4M to community water system when complete.

- Discussion included appreciation for RCD's role of providing service and helping residents, Fisher's excellence as an early actor securing these funds that now has a long waitlist.
- **ACTION:** Etherton made motion to approve agreement as corrected, Glauthier seconded. Unanimously approved.

#### **9.5** Executive Director's report

- Concerns about cash flow this summer given all of the construction projects. Reaching out to County for solutions.
- Supervisor Horsley will not pursue a property tax apportioned to RCD.
- RCD filed a CEQA Notice of Exemption regarding boundary adjustment.
- County Board of Supervisors approved changing our name to drop the word "county."
- Glauthier noted LAFCO didn't see the organization in the broad terms the RCD did, they only looked at the physical aspect and not at the way the role of the RCD has changed.
- AB 1902 is a bill moving forward to update Division 9. Intended to accomplish many things including letting Dept of Conservation contract directly with RCD. It's associated with a companion bill that will provide \$10mil in capacity building funds to RCDs.
- Jim Reynolds' board vacancy has four applicants. Supervisor Horsley has moved forward with appointing and Nelson expects this will take place before the next meeting.
- Board is invited to join the RCD staff helping Puente to serve on Cesar Chavez Day.
- Joe Issel will be reaching his 10 years of service. He has been an extraordinary asset.
- Eucalyptus study session may be more appropriate as a Blue Circle, our forum to hold difficult conversations, e.g. our Round-up on Roundup.

#### **9.6** (NRCS) National Resources Conservation Service report

- NRCS has an official return to the office on April 18.

- Just went through another Farm Bill ranking and funding process and many didn't get funded. Thinks national headquarters is pushing the national stewardship program and Howard never thought it was a good fit for this area and the nature of our participants. Need to have 5 years control of land, payment rates are low and more of a marriage with a 5 yr contract. It's an enhancement of basic conservation and more tailored to large acreages.
- Contracts not getting funded through EQIP and other programs, forcing them to shift. Howard is starting to seriously consider getting another staff soil conservationist to embrace ESP and try to make it work and take over when he leaves in about 3 years. Noted Nelson is supportive of this and will make room.
- Howard noted lack of staff at other offices and hiring is interesting and he'll be picking up additional duties with taking over as DC temporarily for the Petaluma office.

#### **9.7 Directors' reports**

- Glauthier spoke to his appreciation of the NRCS and our partnership role.
- Glauthier noted he will be moving to So California with half time for the next year. He will be stepping down at some point.
- Kossy reported they are back in their trailer and appreciated getting in touch with the land and a book that she is reading that speaks to the extractive history of agriculture in the state.

#### **9.8 Board will consider when to return to in-person board meetings or convene as a hybrid meeting.**

- Directors favored staying virtual and discussing this at the next meeting.

### **10. Adjourn Meeting**

- Kossy adjourned the meeting at 6:02 p.m.