

**DRAFT Minutes of the Regular Meeting of the Board of Directors
May 19, 2022
via Zoom teleconference**

Directors: Barbara Kossy, Adrienne Etherton, Steve Stielstra
Associate Directors: John Keener, Kevin Watt, Michelle Weil
RCD staff: Kellyx Nelson, Lau Hodges, Joe Issel, Sheena Sidhu, Stephanie MacDonald, Christine Kelleher, Amy Kaeser, Jarrad Fisher, Erica Harris, Adria Arko
NRCS staff: Allen Curry, Jim Howard, Dillon Beatty
Guests: Nora Flynn, Dorothy (last name not known)

1. Call to Order

Kossy called the meeting to order at 4:02 p.m.

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

ACTION: Etherton moved to continue teleconferencing. Motion passed unanimously.

3. Approval of Agenda

ACTION: Stielstra moved to approve the agenda, Etherton seconded. Motion passed unanimously.

4. Introductions of Guests and Staff

All in attendance introduced themselves.

5. Public Comment

There was no public comment.

6. Consent Agenda

- Kossy asked, regarding item 6.1, if the RCD was a legislative body; Nelson responded, no.
- Stielstra noted the RCD's name was misstated on item 6.2.
- **ACTION:** Etherton moved to approve to approve the consent agenda as corrected, Stielstra seconded. Motion passed unanimously.

7. Regular Agenda

7.1 Board will consider Michelle Weil's application to be Associate Director.

- Discussion included how RCD staff became familiar with Weil through her work on the Midcoast Community Council (MCC); how she had become familiar with the RCD in that role; how she was excited to support the breadth of the work the RCD does and to get involved; her background in marketing and

accounting; ensuring that there was no conflict of interest with her serving on both the RCD and MCC; and when her term on MCC ends.

- **ACTION:** Etherton moved to accept Weil's application to be Associate Director, Stielstra seconded. Motion passed unanimously.

7.2 Board will consider approval of Fiscal Year 2022 Draft Third Quarter Financials.

- Nelson read comments from director Glauthier, Chair of the Finance Committee, stating that the RCD is in a strong cash position, the ratio of Accounts Receivable to Accounts Payable is good, and the RCD looks to be on track financially.
- Etherton asked why some programs were running at less than %50; Nelson noted that she was having this conversation with program managers while building the Fiscal Year 2023 Budget. The RCD was projecting a bigger net but the overall budget was smaller.
- **ACTION:** Stielstra moved to approve the Fiscal Year 2022 Draft Third Quarter Financials, Etherton seconded. Motion passed unanimously.

7.3 Board will consider Resolution 2022-4: Approve CEQA Notice of Exemption and Approve Submission of Application for a Change of Organization, Reorganization, or Outside Service Agreement to the Local Agency Formation Commission for San Mateo Resource Conservation District Service Area Expansion. (presentation below)

- Discussion included the cost for the application to the Board of Equalization (estimated \$85K) and the rationale (each "doughnut hole" is considered a separate annexation); whether/ how it may affect RCD revenues (potential to participate in local ballot measures, potential for property tax transfer); that there will be no associated tax increases; and gratitude to Glauthier, Nelson and Kaeser for their time and effort.
- **ACTION:** Etherton moved to approve Resolution 2022-4, Stielstra seconded. Motion passed unanimously.

7.4 Board will consider contracting with Hanford Applied Restoration & Conservation for the Green Oaks Restoration Project at Año Nuevo State Park.

- Discussion included mandatory lowest bidder requirements; Hanford's good qualifications; and that they told Nelson the excellence of RCD staff (particularly Jarrad Fisher) enables them to keep costs low.
- **ACTION:** Stielstra moved to contract with Hanford ARC, Etherton seconded. Motion passed unanimously.

7.5 Board will consider contracting with BWS, Inc. Municipal Water Group to assist in construction oversight and implementing the Loma Mar Pipeline Replacement and Water Treatment Plan Upgrade Project.

- Discussion included review of staff recommendations and procurement policy.
- **ACTION:** Stielstra moved to contract with BWS, Inc., Etherton seconded. Motion passed unanimously.

7.6 Board will consider contracting with Storesund Consulting, Inc. for engineering oversight of the Loma Mar Pipeline Replacement and Water Treatment Plan Upgrade Project.

- Discussion included rationale for a sole-source contract and needs for future modification to procurement policy.
- **ACTION:** Stielstra moved to contract with Storesund Consulting, Inc., Etherton seconded. Motion passed unanimously.

7.7 Board will consider contracting with Bay Area Tree Specialists for the Quarry Park Shaded Fuel Break.

- Discussion included definition of a shaded fuel break (not eliminating vegetation but breaking up the continuity which allows fire to spread; it lowers the rate of spread without clearcutting); where work would be done (all work within Quarry Park); how project was designed to fit in the San Mateo County Maintenance Plan (trees under 10" in diameter and hazard trees); project timeline (10 acres last year, 30 planned for this year, 10 next year).
- **ACTION:** Etherton moved to contract with Bay Area Tree Specialists, Stielstra seconded. Motion passed unanimously.

7.8 NRCS (Natural Resources Conservation Service) report

- Howard introduced Allen Curry, Assistant State Conservationist.
- Curry started in November 2021, after serving Inyo County (originally from Mississippi). He further noted that NRCS/RCD relationships are strong in Mississippi, and he can tell they are in District 2 as well.
- Regarding NRCS, Curry reported on the following:
 - Back in the office and back 'forward facing'
 - He hoped to increase staff over the next two years
 - Promoting the EQIP and Urban Ag initiatives
 - A partner had been identified for the Peoples Garden Initiative
- Watt thanked Curry and noted how wonderful it was to have him and how wonderful his energy was.

- Staff and directors highlighted their appreciation of Howard to Curry, e.g. his mentorship of RCD staff, how the RCD has leveraged his expertise and NRCS programs; how all RCD programs had a root in that partnership.
- Staff specifically highlighted Howard and Beatty's roles in the ponds program and response to the CZU Fires.
- Howard thanked the RCD for the warm welcome for Curry and noted how proud he was of the partnership.

7.9 Directors' reports

- Nelson introduced Christine Kelleher, the RCD's newest Project Manager, who will be working with the Habitat Enhancement and Water for Farms, Fish & People teams. Kossy welcomed her.
- Etherton reported she would be taking on some Weed Management Area (WMA) duties through the City of Brisbane .
- Kossy reported the WMA had held its first in person meeting in a few years; a Picnic in the Weeds.
- Stielstra reported he was looking forward to the El Granada listening session, picking up his research on 401K Plan options with Hodges, and the Santa Cruz Mountains Stewardship Network's Spotlight Stewardship Program.
- Keener reported the Pacifica Native Plant Nursery is continuing to grow.
- Weil thanked the Directors for accepting her application and reiterated her excitement.
- Watt reported that TomKat Ranch just released a California Farm Link for grazing and was continuing to work with CalFire on prescribed burns.

7.10 Board will consider in-person or hybrid board meetings.

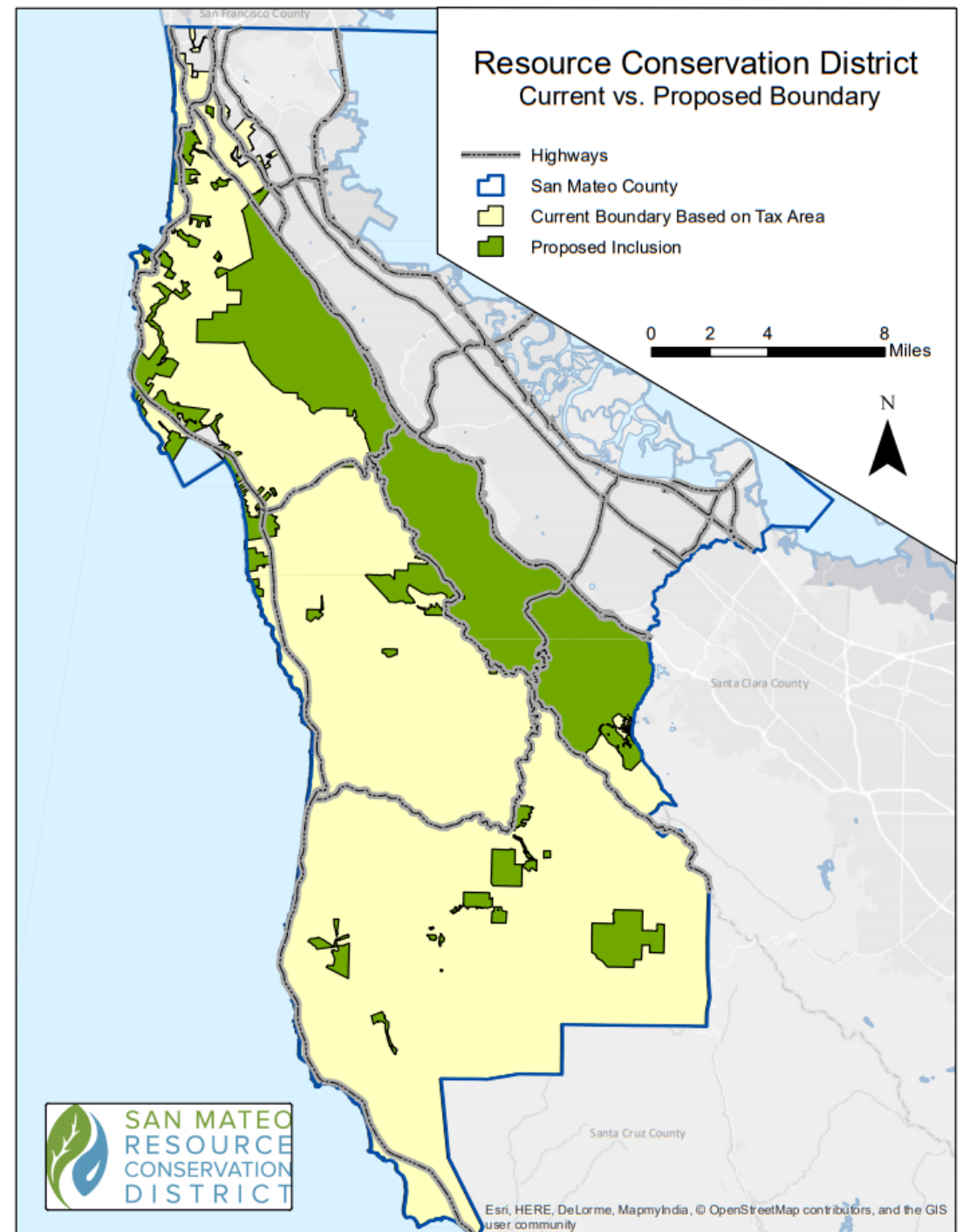
Kossy stated that meeting would be continuing via Zoom.

8. Adjourn Meeting

Kossy adjourned the meeting at 5:37p.m.

Proposed Boundary Change

- better represent district services and benefits, consistent with Sphere of Influence
- better enable services at an appropriate scale (e.g. climate change, wildfire, species extinction, flooding, water pollution)
- be contiguous, not dividing communities
- be consistent with changes in statute
- facilitate board recruitment



Frequently Asked Questions

Would this result in any new requirements for property owners, residents, businesses or others? **NO**

Would this result in any new restrictions on property owners, residents, businesses or others? **NO**

Would this result in any new fees or taxes? **NO**

Estimated Timeline and Approximate Costs

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
RCD Board consider LAFCo application, CEQA	x							
Submit application to LAFCo	x							
Prepare for hearing		x	x	x				
LAFCo hearing					x			
Boundaries changed						x		
File with State Board of Equalization							x	

LAFCo materials and application: \$50,000

Board of Equalization application: \$85,000