

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

Directors: Barbara Kossy, Adrienne Etherton, Steve Stielstra, TJ Glauthier

Associate Directors: John Keener, Michelle Weil, John Wade

RCD staff: Kellyx Nelson, Lau Hodges, Amy Kaeser, Stephanie MacDonald, Jarrad Fisher, Christina Kelleher, Adria Arko, Andrew Hall

NRCS staff: Jim Howard

Guests: Ron Sturgeon

**1. Call to Order**

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

**2. Approval of Agenda**

**ACTION:** Etherton moved to approve the agenda. Motion passed unanimously.

**3. Introductions of Guests and Staff**

All in attendance introduced themselves.

**4. Public Comment**

There was no public comment.

**5. Consent Agenda**

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

**6. Regular Agenda**

**6.1 Board will consider application from John Wade to become Associate Director.**

- Discussion included Wade's extensive background in conservation on the San Mateo County coast over the last 50 years, that he was formerly an associate director at the RCD, and projects on which he has recently partnered or is currently partnering with the RCD.
- **ACTION:** Stielstra moved to approve Wade's application, Glauthier seconded. Motion passed unanimously.

**6.2 Board will consider approval of Fiscal Year 2022 Draft Financial Statements.**

- Stielstra reported the following on behalf of Glauthier.
- Excellent cash position shown on the Balance Sheet for June 30th (\$1.5M cash, Operating Reserve contains \$600K, Accounts Receivable exceeds Accounts Payable by \$2M)
- The Income Statement for the year ended June 30th shows Revenues and Expenses both were approximately 75% of the budgeted levels for the year; they were reduced for various reasons but remain balanced, with some of the work deferred until this year

- We were able to keep our staff on board despite the delays in projects - our personnel expenses were 87% of the year's budget
- In terms of the bottom line
  - We had budgeted a slight deficit last year of \$13,000, and ended up with a slight surplus of \$34,000
  - Much like the budget we approved for this year in June, which has a deficit of \$150,000 or 1% of the year's expected revenues of \$15 m, which we explained at the time is the kind of very small variation that we expect every year in the final results
- Glauthier requested adding Weil to the Finance Committee; Weil confirmed she would accept that position, to be agendized at the next Regular Meeting.
- Directors expressed appreciation of all the work that staff put towards the budget and fiscal management, the involvement of all levels of the organization, and the excellent project management required.
- **ACTION:** Glauthier moved to approve the Fiscal Year 2022 Draft Financial Statements, Etherton seconded. Motion passed unanimously.

**6.3 Board will consider Certification of CEQA Exemption Finding for Baker Bridger Emergency Removal in Pescadero Creek County Park.**

- Discussion included requested clarification on timing since the tree fell over a year prior. The need for specialized equipment coupled with timing the project to the dry season determined the timeline,
- **ACTION:** Stielstra moved for certification of CEQA Exemption Finding, Glauthier seconded. Motion passed unanimously.

**6.4 Board will consider contracting with L.D. Giacomini Enterprises, Inc. for Pescadero Creek County Park Fire Access Repairs.**

- Discussion included a description of the project and sites, including phasing, sites considered by CalFire to be important access, and rationale for sole sourcing.
- **ACTION:** Etherton moved to contract with L.D. Giacomini Enterprises, Inc., Glauthier seconded. Motion passed unanimously.

**6.5 Board will consider contracting with Waterways, Inc. for Design Completion and Engineering Oversight of the Evans Creek Fish Passage and Creek Enhancement Project.**

- Discussion included the need to update the RCD's procurement policy for situations when it is a continuation of a contractor's previous work but needed separate funding and a new contract. In current policy this falls under sole sourcing.
- **ACTION:** Stielstra moved to contract with Waterways, Inc., Etherton seconded. Motion passed unanimously.

**6.6 Board will consider contracting with Ecological Concerns, Inc. for the San Bruno Mountain Owl & Buckeye Canyons Habitat Enhancement Project.**

- Discussion included source of funding (PG&E mitigation via Bay Area Habitat Conservation Plan) and ongoing maintenance requirements.
- **ACTION:** Stielstra moved to contract with Ecological Concerns, Inc., Etherton seconded. Motion passed unanimously.

**6.7 Board will consider Resolution 2022-6: Approval to Enter into Agreement with the California Wildlife Conservation Board for the Butano Creek Backfield Floodplain and Streamflow Enhancement Project.**

- Discussion included that this was one of the first times California's new statutory exemption under CEQA for habitat enhancement would be used.
- **ACTION:** Etherton moved to approve Resolution 2022-6, Stielstra seconded. Motion passed unanimously.

**6.8 NRCS (Natural Resources Conservation Service) report**

- Howard reported that NRCS was meeting about the new spending packages and he will be meeting with partners in the area whose dissatisfaction with NRCS programs had been made known at the Central Coast RCD Regional Meeting.

**6.9 Executive Director's report**

- California Association of RCDs annual conference at the Lake Natoma Inn in Folsom, November 30 – December 2 with an additional virtual event in spring 2023. The RCD will pay for directors to attend. Kossy and Glauthier noted how much they had gained from going in years past.
- Karen Buhr had moved on and the RCD looked forward to supporting CARCD during the transition.
- Timothy Federal accepted the offer to Manage the Forest Health and Fire Resilience Team.
- Amanda Brenner-Cannon, RCD Conservation Project Manager, left for a job with Santa Clara Fire Safe Council. An offer for the vacant position has been made to a candidate found in the recent hiring process.
- Kevin Watt left his position at TomKat Ranch and stepped down from his Associate Director role with the RCD.
- Glauthier is stepped down from the RCD Board; his final meeting will be September 15, 2022.
- Regarding the boundary expansion, the tax negotiation meetings are not going as well as previously hoped.
- Pescadero Arts & Fun Festival (PAFF) happened; big thanks to Weil and Stielstra for tabling.
- The Moore Foundation pledged \$2 million in bridge loans for the upcoming construction season potentially including \$200K to be kept as a donation.
- AB 1776, Assemblymember Gallagher's bill to make RCDs eligible for the state's Prompt Payment Act passed out of Senate Appropriations committee today. It should pass the floor with no problems and then go to the Governor. CARCD will submit a letter to the Governor in support of this bill.

- Regarding construction season: 400 hazardous trees had been cleared at Quarry Park, Pillar Point Harbor's sewer system had been scoped, Huddart & Wunderlich Forest Health project had treated nearly 400 acres (the largest forest health project in the County!)
- Staff is working on the first draft of the Project Specific Analysis under the California Vegetation Treatment Program Programmatic EIR (CalVTP PEIR) and the RCD's Public Works Plan with the Coastal Commission for forest health work at Butano State Park. It is currently being reviewed by Coastal Commission staff and would permit 1,800 acres of prescribed burns. This will be coming to the RCD board in a couple of months.
- Coastal Conservancy Strategic Plan includes Cutting Green Tape.
- State Water Resources Control Board unanimously passed a new General Order intended to streamline permitting for larger habitat restoration projects.
- In the coming months staff hopes to produce an impact report about the RCD's work over the last 15 years.
- Kossy asked for an update on the San Pedro Creek Project and whether there had been community outreach. Kaeser explained that a box culvert would be removed and bank stabilization would be restored; she further confirmed that outreach had and would continue to take place.

#### **6.10 Directors' reports**

- Keener toured San Pedro Creek with RCD staff and looked forward to training locals to monitor the width/flow at the mouth of the creek.
- Stielstra noted how much he was enjoying the Santa Cruz Mountains Stewardship Network's Spotlight Stewardship tours; he was also excited to table at PAFF.
- Etherton thanked Nelson, Kaeser, Joe Issel & Cleopatra Tuday for helping the City of Brisbane with a drain that is also a habitat for frogs.
- Glauthier informed the group that he had submitted his resignation from the RCD Board to Supervisor Horsley. He had enjoyed his time on the board immensely and is still available to advise.
- Wade was excited to see the volume of work coming out of the RCD; he was glad to see the beautiful cooperation of staff and breadth of projects.
- Weil enjoyed her visit to Quarry Park with Erica Harris, RCD's project manager; she noted how impressive the work was. She also reported that the Midcoast Community Council (MCC) is taking on the issue of lead at the Half Moon Bay Airport, specifically its negative effects on kids in the area. MCC was asking for an unleaded fuel tank to be installed at the airport. Nelson asked if the same engine could use leaded or unleaded; Weil confirmed most could.
- Kossy enjoyed her summer travels around the Pacific Northwest.

#### **7. Adjourn Meeting**

Kossy adjourned the meeting at 5:51p.m.