

**Minutes of the Regular Meeting of the Board of Directors
January 21, 2016
Location: RCD Office**

Directors present: TJ Glauthier, Jim Reynolds, Neal Kramer, Barbara Kossy

Staff present: RCD – Kellyx Nelson, Renee Moldovan, Adria Arko, Kathleen Dickey

Guests: Ellen Gartside, Louis Addis, Linda Schweizer, Kevin Watt

1. Call to Order

Meeting called to order 6:00 pm.

2. Adjourn to Closed Session

The Board of Directors held a closed session to evaluate the performance of the Executive Director.

3. Reconvene to Open Session and Report on Closed Session

The Board of Directors reconvened at 6:35 pm.

4. Introduction of Guests and Staff

Guests, staff, and directors introduced themselves.

5. Public Comment

Nelson announced that the Local Agency Formation Committee has an opening for member of the public.

6. Approval of Agenda

Nelson proposed postponing Agenda Item 9.3. Directors unanimously approved the agenda with that modification, including consent items.

7. Consent Agenda

7.1 December 17, 2015 Draft Regular Meeting Minutes

7.2 December 2015 Draft Financial Statements

8. Action Items

8.1 Board will consider adoption of Resolution 2016-1, a Joint Resolution with Midpeninsula Regional Open Space District, Expressing Appreciation and Gratitude for “The Ladies of Grandview.”

- Nelson commented that the RCD accomplishes all of its work in partnership. The Slender False Brome program was something that was established by the Midpeninsula Regional

Open Space District (MROSD) when they realized that the threat posed to redwoods by the weed could not be addressed by working on their natural preserves alone. Private properties needed to be part of the solution.

- Nelson said that Kathleen Dickey the RCD coordinator for the private properties, brought to her attention the incredible work done by a few members of the community who conduct extensive outreach and education with their neighbors to manage the weed. The reach of the program is much greater because of their involvement.
- San Mateo RCD nominated them for Volunteer of the Year at the CARCD conference this fall and they won. Staff would like to present the award to these volunteers acknowledged jointly by MROSD and RCD boards of directors.
- Dickey expressed gratitude for MROSD staff member Ellen Gartside's help when she began work on the program. The first thing Gartside recommended was that Dickey find these volunteers. Dickey expressed her gratitude.
- Schweizer discussed the role of neighbors and expressed that people need to think beyond their own properties.
- Kossy asked how they are able to get their neighbors to care. Schweizer responded that most didn't realize the impact and were reached mostly through education.
- Addis congratulated MROSD and RCD on their choice of staff for the delicate work of working with volunteers.
- Kossy asked if the hired professional was important. Schweizer and Addis felt it was. People are too busy to do the work themselves, but having a staff person is essential to keeping program growing. Paid support is very important or it won't work.
- Kossy moved to adopt Resolution 2016-1, Kramer seconded. The resolution was unanimously approved.

8.2 Board will consider approval of staff recommendation to contract with Storesund Consulting, Waterways Consulting Inc., Pajaro Valley Irrigation, and Power Services Inc. for the South Coast San Mateo County Drought Relief Program.

- Nelson described the need for the right team of to utilize as needed for projects in the Drought Relief Program, described the solicitation process, and provided the staff recommendation.
- RCD staff does not know if all of the consultants will exceed the \$50,000 threshold for requiring a bid process and Board approval but wanted to go through that process in case any contractor ended up exceeding that amount through individual or cumulative contracts. If any contract or cumulative contracts for an individual contractor under this program exceed \$50,000, RCD staff will inform the Board during a publicly noticed meeting.
- Reynolds asked about examples of projects. Nelson said they would help design agricultural ponds, irrigation efficiency and water conservation projects. All of the firms do different kinds of work. RCD has worked with all of them. Know their references.
- Kramer asked if Nelson felt comfortable that this would cover the range of needs. Nelson thought it would. The RCD will also be outsourcing permitting assistance and will go to bid for construction
- Reynolds moved, Kramer seconded, and directors unanimously approved contracting with Storesund Consulting, Waterways Consulting Inc., Pajaro Valley Irrigation, and Power Services Inc. for the South Coast San Mateo County Drought Relief Program.

8.3 Board will consider an adjustment to salary of the Executive Director.

- Glauthier explained that the Board is responsible for performance reviews of the Executive Director, who is ultimately responsible for the reviews of the rest of the staff. The Board had that opportunity in the closed session and uniformly feels that Nelson is doing a great job.

- Reynolds said that eight years ago they did a performance review for her, which was very positive. One thing that is apparent is the growth in staff, success, funding, and recognition. Reynolds feels Nelson has done a superb job, and the RCD is lucky to have her.
- Glauthier noted that there have been annual reviews less formal than the one eight years ago.
- Kramer said that his first board meeting was in crisis mode around the dried up funding in 2008, and that the difference between then and now is great. Since then, the RCD has taken a statewide role, which benefits our district and the entire network.
- Kossy said it is wonderful to watch Nelson run with the mission of the RCD and see the work that has come from that, and thanked her.
- Glauthier appreciated Nelson mentoring people, growing with staff, and the fundraising efforts which has been never-ending and innovative. Overall, he said he had a lot of positive things to say. He said her current salary is \$115k per year for 40 hours per week, adjusted for the number of hours she schedules to work. This salary was adjusted two years ago and adjusted annually before that at a modest level. The Board feels her salary should be equal to that of County staff at similar level of work and thinks that an adjustment to \$130k per year at 40 hours per week would be appropriate at this time.
- Kossy moved to increase Nelson's salary to \$130k based on a forty hour work week by February first. Kramer seconded. The Board approved unanimously.

9. Discussion Items

9.1 Directors' Reports

- Kossy: As chair of Weed Management Authority, Kossy has been working with member organizations to put together a slide show to present to Board of Supervisors meeting on January 26th at 9am. Glauthier asked Kossy to circulate the presentation to the RCD Board. Nelson suggested Kossy present it to RCD Board.
- Kossy: Her property is part of Fitzgerald Pollution Reduction program tour for RCD staff. Seeing the challenges and varieties of techniques implemented was really great. It has been great to be a part of that project. She has been getting lots of questions from neighbors that really want to know how to do it.
- Kramer: Also attended FPR tour for RCD staff. Congrats to the team that persevered to get it done to make sure water that gets to Fitzgerald Marine Preserve is cleaner. Now we have excellent examples of how to slow, spread and sink the water to filter it and to reduce the flow.
 - Nelson: Kramer also served on the selection committee as Board liaison and adviser to project. He helped to develop the approach.
- Reynolds: Pescadero Creek Road has flooded twice to where it wasn't advisable for vehicles to pass. It will be interesting to see what happens during this coming storm. Forty acres of his farm are flooded and it's staying wet. The land is saturated.
 - Watt said the road is basically one lane still.
 - Nelson said that the County dredging permits did not all come through in time. The County applied for all the permits. Permits may be in place for next summer. No one knows how quickly it will fill back in once dredged. County and RCD are working on

other efforts to manage flooding with marsh and floodplain which will go to construction next summer..

- Kramer asked how we are keeping people informed.
- Nelson said that the County is in contact with PMAC about dredging. We will be co-releasing a scientific study on February 8, 9, or 10 at PMAC. We are negotiating a contract with a firm to do a feasibility study for the channel. Contract with us is to push them to make it transparent. They liked how the RCD handled the integrated flooding project and so they are contracting with us for that. Project is for the causeway.
- Glauthier had nothing to report. He is looking forward to the FPR public tour.
- Watt asked if there were any other projects focused on soil as a tool to collect and store more water. Nelson said that yes, the RCD has been singing it from the rooftops. Trying to get funders to realize that soil is the key to watershed health.

9.2 Executive Director Report – Kellyx Nelson

- Questions regarding report: Two other things came up since the report was noticed (Attached).
 - Drought Relief contract is finally executed. Nelson shares timeline of contract and says that the gifts received to help with cash flow were very helpful.
 - Drought Relief Phase 2 was selected for funding. Contract is now in development.
 - Old Woman's Creek Road: improvements are doing very well.
 - ◆ Glauthier asked if there were pictures to share. Nelson said that they don't capture the changes well. We even worked with a professional photographer.
 - Kramer congratulated the RCD on the Sustainable San Mateo County Sustainability Award.
 - ◆ Nelson said that March 31st is the day of the awards ceremony. Staff may need to buy their tickets. Glauthier suggested that maybe someone could donate tickets to the RCD.
 - ◆ Nelson said that she has met with the videographer to help frame the organization and the work. Wants to incorporate all the partners into video somehow to show breadth of work we do.

9.3 2015 Year in Review—Kellyx Nelson

9.4 Mid-year Budget Review:

- Glauthier: Revenues were a little short of what was expected, but the RCD is in balance.
- Moldovan: The shortfall is largely due to delays with permits and contracts.
- Nelson: This review underscores the need for a stable operating base.
- Glauthier reviewed revenue sources and noted that most expenses are in salaries and benefits.
- Moldovan: Loans are allowing us to no longer borrow from deferred revenues

- Glauthier: Can see that budget is getting much better. More stable, more momentum.
- Glauthier: Also looked at top ten projects to see how well those are doing. Likes that Moldovan and Nelson have worked with staff so that staff are in charge of managing budgets and projecting, and feel that it's a sign of a healthy organization.
- Nelson gave kudos to Moldovan who has been very skillful in working with diverse and complex funding restrictions and for pulling the midyear budget numbers together.
- Glauthier asked about the impact of moving to an annual audit.
- Moldovan: It has been helpful. It's more precise. It's helped with a current Cost Allocation Plan. It's compliant. Will be looking Cost Allocation Plan in a few months. It's all been become more systematized.

9.5 Discussion of Division 9 of the Public Resources Code and RCD Director Roles and Responsibilities.

- Nelson gives presentation on Division 9 (Attached).

10. Adjourn

- Meeting adjourned at 8:10pm.
- The next meeting of the Board of Directors will be February 18th, 2016.

Executive Director Report

January 15, 2016

Sustainable San Mateo County Award

The RCD has been selected to receive the 2016 Sustainability Award by the non-profit Sustainable San Mateo County. We were nominated by Supervisor Don Horsley and selected based on a number of criteria. The award will be presented at a celebration on March 31st at the College of San Mateo. The award and the event pay tribute to those working to make our region truly sustainable. As part of the program, a videographer will create a three-minute video about the RCD and our work.

Seeking Network Manager

The Santa Cruz Mountains Stewardship Network seeks a qualified individual to serve as Network Manager. The Network Manager will be employed by the San Mateo RCD with an office in Half Moon Bay, reporting to and serving the Network. More information is available on the RCD's web page.

Public Tours of the Fitzgerald Marine Reserve Pollution Reduction Project

Construction has been completed at residences in Moss Beach and Montara to install Best Management Practices for sustainable landscaping to help reduce pollution across the landscape from entering the Fitzgerald Marine Reserve. Typical practices include installation of rainwater harvesting barrels, rain gardens and swales, permeable pavement, and planting native plants. Two public tours of the project have been scheduled for Saturday, January 23rd. Fliers and announcements were distributed to Midcoast groups, individuals, and representatives and posted on the RCD's Facebook page. RCD staff presentation on the results of the project has been postponed to February meeting of the Board of Directors.

Old Woman's Creek Road Improvements

Reports from landowners and Dan Little, NRCS engineer, are that the improvements have held up well in the storms and that the length of road treated by the RCD is draining better, eroding much less, and more drivable than the upland length of road that is not part of the RCD's project. Success! There was a recent minor landslide onto the road due to the rains that was unrelated to our project.

Integrated Regional Water Management Program Grants for Drought Relief

The RCD now has an executed contract for \$3.87 million in IRWMP funds for our drought relief program. We will be able to begin billing for work on the program going back to June 2014.

Following is the timeline arriving to the contract:

- January 2014: Governor Brown proclaimed a Drought State of Emergency.
- March 2014: The Governor and Legislature directed the Department of Water Resources to award \$200 million in Integrated Regional Water Management (IRWM) funding to support projects that help alleviate drought conditions and improve regional drought preparedness. Funds were to be fast-tracked to ensure timely efforts to address the drought.
- March 2014: The RCD's proposal for \$3.87 million was submitted to the Department of Water Resources (DWR) as part of the larger Bay Area proposal.
- October 2014: DWR approved the award to the Bay Area.
- January 2016: DWR executed the contract.

The RCD submitted a proposal in May 2015 for \$1.4 million for a second phase of the drought relief program. DWR awarded the funds in January 2016. That contract is now in development.

Orientation

1. What is an RCD?
 2. About Division 9
 3. What are the Powers of an RCD?
 4. Partnerships
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5. Vision and Standards
 6. Role of the Board of Directors
 7. Transparency and Accountability
 8. Brown Act

What is an RCD?

- Local government
 - Special district under jurisdiction of LAFCO
- Relationships to County, federal and state government but not an agent of any
- CA Public Resources Code, Division 9
 - “resource conservation is of fundamental importance to the prosperity and welfare of the people of this state.”

About Division 9

- Creates “a statewide program of soil and water conservation”
- Enables the creation of resource conservation districts
 - as legal subdivisions of the state
 - as not-for-profit entities
 - as state agencies only when contracting with state agencies
- Defines the formation, organization, powers, and duties of RCDs (and more)

What are the Powers of an RCD?

- “Accept gifts of grants and money from any source whatsoever”
- Establish and charge fees
- Execute contracts and employ staff
- Acquire land or easements
- Enter into interagency agreements with local, state, or federal entities
- Conduct operations on public and private lands
- Disseminate information
- Provide technical assistance to land owners or occupants
- Manage projects within or adjacent to the district
- Act as agent of the United States or the State to administer conservation projects
- Cooperate with other districts and form associations
- Use County counsel for legal advice
- Deliver educational programs
- Appoint advisory committees

Partnerships

- NRCS
- California Association of RCDs
- Department of Conservation
- National Association of Conservation Districts
- California Special District Association
- Other partnerships district by district