

**Minutes of the Regular Meeting of the Board of Directors
March 20, 2014
Location: RCD Office**

Directors present: Barbara Kossy, Dave Holland, Jim Reynolds
Staff present: RCD – Kellyx Nelson, Renee Moldovan, Chelsea Moller
NRCS – Jim Howard
Guests: Victor Rabinovich

1 Call to Order

- Holland called the meeting to order at 6:45 pm.

2 Introduction of Guests and Staff

- Everyone present had been previously acquainted.

3 Public Comment

- Kossy reported on her attendance at Cal-IPC Weed Awareness Day at State Capitol to support AB 2402 to fund Weed Management Areas in California. The bill would provide 2.5 million.
- Kossy reported that Canada College invited RCD to participate in Earth Day celebration.

4 Approval of Agenda

- Reynolds moved to approve the agenda, Kossy seconded, approved unanimously.

5 Consent Agenda

5.1 February 20, 2014 Draft Regular Meeting Minutes

5.2 January 2014 Draft Financial Statement

5.3 February 2014 Draft Financial Statement

- Reynolds moved to approve the consent agenda, Kossy seconded, approved unanimously.

6 Discussion Items

6.1 75th Anniversary Planning

- Kossy spoke with San Mateo County Fair representatives about a banner, display ad, and RCD recognition at the 4H auction.
- Holland and Nelson developed language for proclamation from State legislature for the Mel Mello Farm Day luncheon. Nicole Fernandez from Jerry Hill's office will present it. Nelson will recognize any former directors that are there and introduce the Ag Ombudsman.

- The County Board of Supervisors will recognize the RCD's anniversary this fall.
- **ACTION:** Nelson will bring a list of former directors to the next meeting to see who is interested in serving on a party planning committee.

6.2 Statewide Perspective – Kellyx Nelson

- Nelson distributed a letter that Kossy drafted to send the State Assembly Committee on Agriculture in support of AB 2402. No directors requested changes to the letter, so Kossy will send the letter as is (ATTACHMENT A).
 - **ACTION:** Moller will add letterhead & mail Kossy's letter in support of AB 2402
- Small scale restoration projects may soon have administrative approval for 1600 permits. This means that if a project meets certain criteria, they would automatically be approved for a 1600 permit. Between that and the new federal consistency determination for programmatic biological opinions for salmon projects through NOAA, this could help us get restoration projects done more quickly and cost-effectively.
- Nelson presented with Paul Ringgold (Peninsula Open Space Trust [POST]) to the CA Association of Land Trusts. They plan to do their presentation for POST's Board and the RCD's Board and may also present at the national Land Trust Alliance.

6.3 Executive Director Report – Kellyx Nelson

- Nelson provided updates on RCD projects (ATTACHMENT B).
- **ACTION:** Nelson will follow up with Kossy to determine how she can be involved with the Good Earth Project

7 Action Items

7.1 Reschedule April 2014 Board Meeting

- Due to schedule conflicts, the Regular April meeting needs to be rescheduled or cancelled. There may be a special meeting in April to consider approval of a pending grading permit exemption.
- Reynolds moved to cancel and potentially hold a special meeting, Kossy seconded. The motion passed unanimously.

7.2 Request Board Approval of Updated Procurement Policy

- Nelson proposed an updated Procurement Policy (ATTACHMENT C) in line with previous discussions. The goal of this policy was to be transparent and accountable, while remaining nimble and effective.
- Kossy moved to approve the updated procurement policy, Reynolds seconded. The procurement policy was approved unanimously.

8 Announcement of Closed Session

8.1 Conference with Real Property Negotiators

Property: Parcel in Pescadero owned by private landowner located within District boundaries

Agency negotiator: Ad hoc committee (Directors Holland, Kramer) and Executive Director

Other negotiating parties: No other negotiating parties

Under negotiation: Consideration to make an offer on a property

- The Board entered the closed session at 7:39 pm.

9 Report on Closed Session

- The Board approved making an offer on this property.

10 Adjourn

- The meeting was adjourned at 8:30 pm.

San Mateo County Weed Management Area
728 Heller Street
Redwood City, CA 94064

March 20, 2014

Honorable Susan Talamantes Eggman, Chair
Committee on Agriculture
California State Assembly
P.O. Box 942849
Sacramento, CA 94249-0041

RE: Support for AB 2402

Dear Assembly Member Eggman,

On behalf of the San Mateo County Resource Conservation District I want to express our strong support for AB 2402. By providing \$2.5 million to the state's network of Weed Management Areas (WMAs), this bill makes a vital investment in the long-term protection of California's water resources, agriculture, economy, infrastructure and environment. WMAs have been effective because they bring together all land management stakeholders at the local and regional scale. Partners include public agencies, private landowners and interested NGOs. The collaborative structure generates strong local buy-in for high-priority weed control projects.

Along with significant in-kind contributions, the seed grants provided by the state's program have helped leverage additional funding.

Please support the passage of this important bill.

Sincerely,



Barbara Kossy, Director
San Mateo County Resource Conservation District
cc:

Assembly Member Joan Buchanan
P.O. Box 942849
Sacramento, CA 94249-0016

Assembly Member Jim Frazier
P.O. Box 942849
Sacramento, CA 94249-0011

Assembly Member Kevin Mullin
P.O. Box 942849
Sacramento, CA 94249-0022



ATTACHMENT B
San Mateo County Resource Conservation District
Current Project List
March 20, 2014

	Project	Partners	Funding
1.	<u>Agricultural Ombudsman</u> Help agricultural interests navigate County permitting process and help the County improve its agricultural permitting process. The ombudsman serves as a liaison between farmers and County officials.	San Mateo County Ag Commissioner, Department of Planning and Building, agricultural stakeholders	San Mateo County
2.	<u>Biochar Field Trials</u> Field test incorporation of biochar into conventional Brussels sprouts crops in San Mateo County.	NRCS, farmer, UCCE, POST	NRCS Conservation Innovation Grant
3.	<u>Cloverdale Pond Habitat Enhancement Project</u> Restore and enhance ponds that benefit agriculture and support the recovery of the California red-legged frog and the San Francisco garter snake in Pescadero.	Peninsula Open Space Trust	Caltrans mitigation agreement
4.	<u>Fitzgerald Pollution Reduction Program</u> Implement Best Management Practices to reduce nonpoint source pollution on lands that drain into the Fitzgerald Marine Reserve Area of Special Biological Significance.	San Mateo County, landowners.	Prop 84 ASBS, via subcontract to San Mateo County
5.	<u>Good Earth Project: carbon farming for soil health</u> Build rangeland and soil health, increase forage yield on a working ranch, sequester carbon, manage weeds, reestablish native vegetation, reduce erosion, and improve water quality by eradicating invasive eucalyptus trees and converting them into soil amendments.	NRCS, USFWS, UCCE, others pending	tbd

6.	ATTACHMENT B <u>Grading Permit Exemptions</u> Provide technical assistance, exemption from County Grading Permit requirements, and reduced permit fees for landowners undertaking conservation projects.	Landowners, NRCS, SMC Planning Department	Fee for service
7.	<u>Gully Erosion Inventory and Pilot Control Project</u> Identify the significance of gullies in Butano and lower Pescadero creeks in supplying sediment and identify potential gully erosion remediation options.	NRCS, USFWS, Landowners NRCS	USFWS Coastal Program
8.	<u>Harbor District Partnership</u> Assist with water quality monitoring, developing strategies to clean water entering harbor and monitor effectiveness of best Management Practices, assist with development of spill response plan for the marina.	San Mateo County Harbor District	Harbor District
9.	<u>Integrated Watershed Restoration Planning (IWRP)</u> Facilitate high priority resource conservation projects through coordination of funding and permitting agencies and collaborative problem solving.	California Coastal Conservancy; RCDs of Santa Cruz and Monterey Counties; federal, state, and local resource agencies (inc. NRCS); landowners	California Coastal Conservancy
10.	<u>Livestock and Land Program</u> Provide outreach and technical assistance for operators of livestock and equestrian facilities to implement best management practices to protect water quality.	Confined animal operations and landowners, Ecology Action, Santa Cruz RCD, Monterey RCD, NRCS	SWRCB Prop 84 ASBS Prop 50 via subcontract to EA SWRCB Prop 84 ASBS subcontract to County
11.	<u>Lower Pescadero Streamflow Enhancement Project</u> Develop and design 4-6 projects on properties in lower Pescadero Creek to augment the water available for aquatic organisms during critically low flow times of year.	IWRP TAC, NRCS, Trout Unlimited, landowners	Coastal Conservancy
12.	<u>Memorial Park Fish Passage Project</u> Improve access to upstream habitat for Coho salmon by removing instream barriers to passage.	IWRP, SMC Parks	Coastal Conservancy, FRGP application pending

13.	<p align="center">ATTACHMENT B</p> <p><u>Environmental Mitigation Program</u></p> <p>Assist public infrastructure agencies to restore, create, enhance, or preserve a natural resource as identified in their permit requirements to offset known impacts from construction.</p>	Mitigating entities, public and private landowners	Mitigating entities
14.	<p><u>Pescadero Integrated Flood Reduction and Habitat Enhancement</u></p> <p>Develop 15% conceptual designs to address flooding, assess Butano channel for potential for restoration for fish, and conduct surveys of outmigrant salmonids in Pescadero Creek.</p>	PMAC, State Parks, DFG, NOAA, USFWS, others tbd	Proposition 84 via Bay Area Integrated Regional Water Management Plan
15.	<p><u>Pescadero Streamflow Enhancement Program</u></p> <p>Work with partners to analyze streamflow, identify highest priority opportunities to enhance streamflow, develop and implement those projects.</p>	Coastal Conservancy, Trout Unlimited, Center for Ecosystem Management and Restoration, NRCS	Coastal Conservancy
16.	<p><u>Pilarcitos Creek Integrated Watershed Management Plan</u></p> <p>Oversee implementation of plan to manage the Pilarcitos Creek watershed that balances environmental, public health, domestic water supply, and agricultural and other economic interests.</p>	SF PUC, CA State Parks, NOAA, City of Half Moon Bay, Coastsides County Water District, Committee for Green Foothills, County of San Mateo, MROSD, CA Department of Fish and Game, National Marine Fisheries Service, POST, Pilarcitos Creek Advisory Committee, San Mateo County Farm Bureau, Sewer Authority Mid-Coastsides, Surfrider Foundation, Natural Resources Conservation Service, US Geological Survey	Coastsides County Water District, San Francisco Public Utilities Commission, Sewer Authority Midcoastsides, and Caltrans settlement fund
17.	<p><u>100 Ponds Program</u></p> <p>Create, restore, and enhance ponds that benefit agriculture and support the recovery of the California red-legged frog, San Francisco garter snake, steelhead trout, and Coho salmon.</p>	NRCS, public and private landowners, agricultural operators, USFWS, IWRP	Caltrans, Coastal Conservancy, USFWS

18.	ATTACHMENT B <u>Rural Roads Program</u> Provide education and technical assistance to road associations, homeowners' associations, landowners, and land managers to improve rural road conditions, resulting in winterized roads requiring less maintenance and reduced sediment delivery into riparian habitats.	California Coastal Conservancy; RCD of Santa Cruz County, RCD of San Mateo County; NRCS; land owners and managers.	California Department of Fish and Game, California Coastal Conservancy, NRCS
19.	<u>San Gregorio Creek Habitat Improvement Project</u> Design and implement projects to improve riparian habitat complexity in San Gregorio Creek.	IWRP TAC, landowners	Coastal Conservancy
20.	<u>San Gregorio Watershed Enhancement Program</u> Implement critical priorities of the San Gregorio Watershed Plan to ensure restoration and efficient and wise use of natural resources.	San Gregorio Environmental Resource Center (Plan project manager)), American Rivers, Fish and Wildlife Service, Trout Unlimited, land owners and managers, NRCS.	FWS, American Rivers, DFG, Trout Unlimited
21.	<u>Technical Workshops</u> Provide on-the-ground workshops to land managers to protect, restore, and conserve natural resources.	Public and private land managers, NRCS	Varies
22.	<u>Water Quality Monitoring Agreements</u> Fee-based program to assist landowners by collecting water samples and making recommendations to improve water quality.	Public and private landowners, equestrian boarding facilities, SMC Public Health Laboratory, Monterey Bay National Marine Sanctuary.	Fee for service, in-kind contributions from Public Health Laboratory, Sewer Authority Midcoastside, Granada Sanitary District
23.	<u>Weed Abatement Program</u> Control or eradicate priority invasive non-native plants in priority locations.	Landowners, Weed Management Area, County Agricultural Commissioner	FWS

Recently completed projects:

24.	<u>Consulting Services to San Mateo County</u> Represent San Mateo County on workgroups of the Bay Area Integrated Regional Water Management Plan and assist Supervisor Horsley in	San Mateo County, Bay Area IRWMP partners, Coastside water resource agencies, farmers	San Mateo County
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	developing a workshop to address sustaining agriculture in Santa Clara County.	ATTACHMENT B	
25.	<u>Hedgerow Pollinator Conservation Project</u> Provide site specific technical assistance for native plant hedgerows and other native plantings on farms and ranches other private lands.	NRCS, USFWS, private landowners/ farmers	USFWS Partners Program, EQIP
26.	<u>Bonde Weir Fish Passage Project</u> Improve access for steelhead to 40 miles of habitat in San Francisquito Creek by removing instream barrier and installing a roughened channel.	National Marine Fisheries Service, San Francisquito Creek Joint Powers Authority, Acterra, flyfishers, cities of Palo Alto and Menlo Park.	Bay Bridge mitigation funds, PG&E mitigation funds, EPA grant
27.	<u>Accelerated Conservation Planning</u> Assisted NRCS with on-site technical assistance to ag and non-ag customers to address a wide array of resource needs, including free irrigation and energy audits, designs for rainwater harvesting and other BMPs for livestock owners, and general conservation planning.	NRCS, landowners	NRCS Cooperative Agreement
28.	<u>Identification and Remediation of Fecal Pollution in Pillar Point Harbor</u> Assess and identify sources of fecal pollution in Pillar Point Harbor and recommend plan for remediation.	UC Davis, SMC Environmental Health, Regional Water Quality Control Board, Granada Sanitary District, City of Santa Barbara Creeks Division, NRCS, Sewer Authority Midcoastside, SMC Harbor District, San Francisco Estuary Institute, Surfrider SMC, County of Santa Cruz Environmental Health Services, Balance Hydrologics	State Water Resources Control Board (Clean Beaches Initiative)

San Mateo County Resource Conservation District

**PUBLIC CONTRACT BIDDING, VENDOR AND PROFESSIONAL CONSULTANT
SELECTION, AND PURCHASING POLICY**

Adopted
March 20, 2014

The purpose of this policy is to ensure that the District obtains quality services, supplies, material and labor at the lowest possible cost, and to provide a uniform method for procurement of services and supplies. In addition, through proper documentation, conformance to this Policy will enable the District's constituents to know that their public funds are being spent responsibly, and potential vendors and contractors to know that they are being treated equitably.

I. PURCHASING AUTHORITY

There are three levels of authority for purchases: Board Approval, Executive Director Approval and Executive Director Delegated Approval. The maximum purchasing authority amounts refer to the total price of an order, including tax and/or shipping, which may include more than one item and also includes change orders and contract amendments. As used in this Policy, the term “purchasing” refers collectively to contracting or procurement of services, supplies, material or labor.

A. Board Approval for Purchases In Excess of \$50,000

If the cost for furnishing services, supplies, materials, labor, or other valuable consideration to the District will exceed Fifty Thousand Dollars (\$50,000), approval from the Board of Directors is required prior to entering into the contract.

Contracts which have been approved by the Board shall be signed by the Executive Director, or in the Executive Director's absence, his or her designee, unless the Board has directed that the President sign on behalf of the District.

B. Executive Director Approval for Purchases Not Exceeding \$50,000

The Executive Director may obtain bids without advertisement or published notice inviting bids and may authorize and execute contracts for payment for services, supplies, material, labor, or other valuable consideration for any purpose, including the new construction of any building, structure, or improvement, in an amount not exceeding \$50,000.

II. SOLICITATION OF BIDS

A. Solicitation of Formal Advertised Bids for Expenditures Exceeding \$50,000

When any expenditure is expected to exceed \$50,000, the District shall invite bids a minimum of one week prior to the time of receiving bids. Distribution may include digital distribution networks, the District web site, a general circulation newspaper, or other means deemed

appropriate. This type of formal bidding process typically includes the issuance of written plans or specifications describing the goods or services to be provided and the receipt of written bids from the vendors involved. Solicitation of formal bids from a minimum of three vendors is required. As described in Section III.D below, selection of vendors may be based on a variety of criteria and may include but is not limited to the lowest cost bidder.

B. Expenditures Not Exceeding \$50,000

The District may invite bids for expenditures not expected to exceed \$50,000 at the discretion of the Executive Director or at the Request of the Board of Directors. Staff members shall obtain competitive cost information and consider qualifications of contractors providing services, whenever reasonably feasible, for any District purchase even though formal bids are not required for goods or services costing \$50,000 or less.

III. EXCEPTIONS TO STANDARD PURCHASING PROCEDURES

A. Emergency Conditions

An emergency is defined as a the inability of the District to provide services, or a threat to public health, safety, or welfare, including, but not limited to, threatened damage to natural resources. In the case of an emergency requiring an immediate purchase, the Executive Director may authorize his or her designee to secure in the open market any services, supplies, material or labor required to respond to the emergency, regardless of the amount of the expenditure. The Executive Director shall, as soon as possible, provide a full written explanation of the circumstances to the Board for inclusion at a publicly noticed meeting.

In the case of a disaster or for civil defense, nothing contained in this Policy shall limit the authority of the Executive Director to make purchases and take such other emergency steps as are, or may be, authorized by the Board.

B. Limited Availability/Sole Source

Occasionally, necessary supplies, material, equipment, or 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. After reasonable efforts to find alternative suppliers, the District may dispense with the requirement of competitive bids and recommend negotiating and making the purchase from the sole source. The basis for the sole source recommendation shall be documented in writing and approved, in advance, by the Board for purchases exceeding \$50,000.

C. Cooperative Purchasing

The District shall have the authority to join in cooperative purchasing agreements with other public agencies to purchase goods or services at a price established by that agency through a competitive bidding process. The Executive Director may authorize and execute such cooperative purchasing agreements.

The formal competitive bidding procedures of Section II.A. for purchases exceeding \$50,000 are not required when the other public agency has secured a price through a formal, advertised competitive bidding process. Board approval is required prior to purchase.

D. Professional Services

Professional consultant services are of a technical and professional nature, and, due to the nature of the services to be provided, do not readily fall within the “low bid” competitive bidding process. In addition, State law requires that selection of professional consultants in the categories of architects, landscape architects, engineers, surveyors, construction managers, and environmental consulting be made on the basis of demonstrated competence and the professional qualifications necessary for the satisfactory performance of the required services. Professional consultants should be individually selected for a specific project or problem with the objective of selecting the most qualified consultant at a price that is fair and reasonable. Professional services agreements shall not be split into smaller units, nor shall contract amendments be used, for the purpose of circumvention of this Policy.

1. Selection Procedures for Professional Services in Excess of \$50,000

When the cost for professional services is expected to be in excess of \$50,000, the District shall prepare a Request for Qualifications (RFQ) outlining the professional’s qualifications, relevant experience, staffing and support and hourly rates as a basis for negotiating a contract or a Request for Proposal (RFP) outlining the terms, conditions and specifications of the services required by the District. A minimum of three (3) qualified firms or individuals shall be invited to submit proposals.

District staff and/or District directors and/or partners selected by District staff will review the proposals received, will select the most qualified firms for interviews, and will rank the consultants based upon appropriate criteria developed for the project or required services. These criteria will be included in the RFQ or RFP.

2. Renewal of Contracts with Professional Consultants

The District may, at its sole discretion, and after following required consultant selection procedures, enter into consultant agreements which contain provisions authorizing their extension or renewal. However, recommendations to extend or renew an existing contract with a professional consultant should include an annual written evaluation of the work performed by the consultant as well as a determination that the fees being charged are comparable to similar services offered by other consultants at the time of renewal or extension. If the total amount of the original and renewed contract in any one fiscal year does not exceed \$50,000, the Executive Director may execute the agreement. If the total amount exceeds \$50,000, the request must be approved by the Board.

3. Conflict of Law

These procedures are not applicable where superseded by local, state or federal law, where the terms of grant funding provide for the use of other consultant selection procedures, or where the District is obligated to select consultants through the use of different procedures, such as due to the requirements of an insurance or self-insurance program.

4. Special Circumstances

These procedures are not applicable when three (3) qualified firms or individuals are unavailable, or if it is appropriate and in the best interest of the District under the specific circumstances of the project at issue, to limit the number of consultants solicited. The basis for such action shall be documented in writing and approved by the Executive Director. When Board approval is required, the documented basis for such action shall be included in the report to the Board and publicly noticed at the next meeting of the Board.

E. Open Purchase Orders for Routine and Repetitive Supplies and Services

Open purchase orders may be entered into with vendors who are expected to supply routine services, supplies, materials or labor to the District on a regular basis throughout the fiscal year. Open purchase orders shall be closed at the conclusion of each fiscal year. Vendors of repetitive supplies and services shall be selected through the competitive bidding procedures set out in Section II, based upon the anticipated or budgeted cumulative cost of the supply or service. Multi-year contracts can be let only when appropriate and necessary to secure the best pricing, best service, or assure continuity of service. An annual review of the services and prices provided shall be documented by District staff to assure that the vendor is meeting the District's needs and expectations and remains at a competitive price. Whenever feasible, multi-year contracts for service or supplies shall provide that the option to renew or extend the contract is at the District's sole discretion.

IV CONFLICT OF INTEREST

No District employee or official shall be financially interested, directly or indirectly, in any purchase, contract, sale, or transaction to which the District is a party and which comes before said official or employee for recommendation or action. Any purchase, contract, sale, or transaction in which any employee or official is or becomes financially interested shall become void at the election of the District. No employee or official shall realize any personal gain from any purchase, contract, sale, or transaction involving the District.