

**Minutes of the Regular Meeting of the Board of Directors
December 17, 2015
Location: RCD Office**

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

Staff present: RCD – Kellyx Nelson, Adria Arko, Joe Issel, Irina Kogan
NRCS – Jim Howard

Guests: Dave Olson (Midcoast Community Council), Deborah Hirst (Legislative Aide for Supervisor Horsley), Terry Kiser (State Parks)

1 Call to Order

- Meeting called to order at 6:32pm.

2 Introduction of Guests and Staff

- Directors, guests and staff introduced themselves.

3 Public Comment

- Hirst recently attended an Extreme Weather Taskforce meeting for San Mateo County in which Kossy and Nelson participated. The Task Force began focused on drought and recently expanded the focus to climate issues.

4 Approval of Agenda

- Nelson proposed moving Agenda Item 6.3, the presentation of the Gazos Creek Sediment Reduction Project, earlier to accommodate the guest from State Parks.
- Glauthier moved to approve agenda as amended, Reynolds seconded, approved unanimously.
- Nelson noted the new agenda structure with the Executive Director report on consent to enable more time for discussion among directors during meetings. Glauthier suggested moving the ED report to a discussion item so it's possible to discuss it and ask questions, but not go over it in detail.
- Kossy provided feedback on how to notice Board meetings so that reports are easier to find.

5 Consent Agenda

- November 12, 2015 Draft Regular Meeting Minutes
- November 2015 Draft Financial Statements
- Executive Director Report

6 Discussion Items

• **Directors' Reports**

- Kossy: Kossy and her husband feel it's a privilege to be included in the Fitzgerald Pollution Reduction Program and have their property serve as an example. Doing her part to manage her small property as a conservation project has felt like her opportunity to add to the land. She encourages others to consider how to best manage their land. In the short time since her site has been completed she has been seeing birds enjoying the new native plants.
 - There as discussion about the public tour on January 23rd.
- Kossy was pleased to see so much good news on the agenda. She is proud of the RCD and invited people to the meeting. She was happy to see them attend.
 - Nelson thanked Kossy for her ongoing networking on behalf of the RCD. Because of Kossy's outreach, we have the agreement with Stanford to archive our historical documents we have a great volunteer, and the San Jose Mercury News is interested in covering our projects. Kossy has been inviting people to meetings and events, and utilizing her social media to talk about the RCD. Nelson encouraged other directors to talk to people in their community about the RCD.
- Reynolds said he shares Kossy's pride in stewardship of his property and loves the RCD. He reported on the recent Pescadero Municipal Advisory Council meeting and said that PMAC is an important group for the Pescadero community and the RCD. Some people at the meeting gave credit to the RCD for some of our projects.
- Glauthier asked Nelson to comment on the CARCD conference.
 - Nelson reported that San Mateo RCD brought six staff members. Both directors who had considered attending were unable to come. Nelson and Arko mostly focused on capacity building. Others focused on climate/ carbon farm planning and other technical workshops. Nelson participated on a panel about fee for service programs and diversifying revenues.
 - Kogan: There was a lot of focus on carbon farming. Wonderful opportunity to connect with people.
 - Glauthier: Will try to have directors there next year too.
 - Howard: Conference this year had a large focus on forest health, which is really dire. Found it to be very educational. Learned about overstocking (too dense) and fire issues, poor stewardship, bug kill, and drought. RCDs and other groups are working hard to bring us back to a good balance in the forest.
 - Kossy asked if that is an issue in San Mateo County. Howard said that it was. Sudden oak death is bad here. Overstocking is also an issue. CalFire is working hard to do defensible space and thinning. Climate here is helpful because it is not as dry.
 - Glauthier ask Nelson about the Leadership Academy mentioned in the ED report. Asked who will be participating. He thinks it sounds valuable. Nelson said she is participating. Directors are encouraged to participate, but must commit to the entire program. It will focus on sustainability of the RCD.
- **(6.3) Presentation on Gazos Creek Rural Roads Sedimentation Reduction Project- Irina Kogan, RCD Conservation Project Manager**

- Kogan presented the attached PowerPoint (Attachment A) about the project to repair and decommission rural roads in the Gazos watershed to reduce sediment delivery into the creek. She expressed gratitude to Terry Kiser and State Parks, a great partner, and Jarrad Fisher, RCD staff, for their help with the project.
- Question: Was there opposition to the project? Kogan: Not really, just varying agendas.
- Question: Who is responsible for maintenance of the road? Kogan described the roles of upland homeowners and State Parks who share responsibility for Old Womans Creek Road. Kogan and Nelson described a maintenance agreement for the project that was signed by State Parks, the RCD, and upland homeowners.
- Kogan read the attached letter (Attachment B) from Sempervirens about working with the RCD
- **(6.2) Presentation on Memorial Park Fish Passage Project- Joe Issel, RCD Natural Resources Specialist**
 - Issel presented the attached PowerPoint (Attachment C) about the project to remove two barriers to fish passage in Pescadero Creek at San Mateo County Memorial Park. Directors and guests asked questions throughout the presentation.
- **Discussion about Board development and topics and format for upcoming meetings.**
- Directors discussed potential topics to explore in upcoming meetings, the number of topics per agenda that would allow time for discussion, and how to manage information exchange so that there is time for meaningful discussion.
- Howard said he likes the new format of the Board meetings, thinks the RCD has elevated to another level of credibility, that there is a good team of staff and directors, and that the RCD is having a big impact.

7 Action Items

- **401k revision (came after 6.3 presentation)**
- Staff requested an adjustment to the 401K allocation approved by the Board in November. That allocation was based on the RCD's understanding that the RCD was enrolled in a program with eligibility beginning in July 2014. After the November decision staff learned that the company that manages our 401K had made a mistake and the RCD had been enrolled in the wrong program, moving the eligibility date back to January 2014. The percent allocation approved by the Board in November would not be affordable for the six additional months. Staff proposed a different percent allocation that would result in the same total amount approved by the Board in November, except for a couple hundred dollars for an additional employee who became eligible.
- Glauthier moved to approve the revision, Kramer seconded, motion carried unanimously.

8 Adjourn

- Meeting adjourned at 8:55pm.
- The next meeting of the Board of Directors will be January 21st, 2016.



Rural Roads Program



A-1

Why have a Rural Roads Program?

- Rural roads can contribute excessive sediment to streams.
- Excessive sediment degrades coho and steelhead habitat.





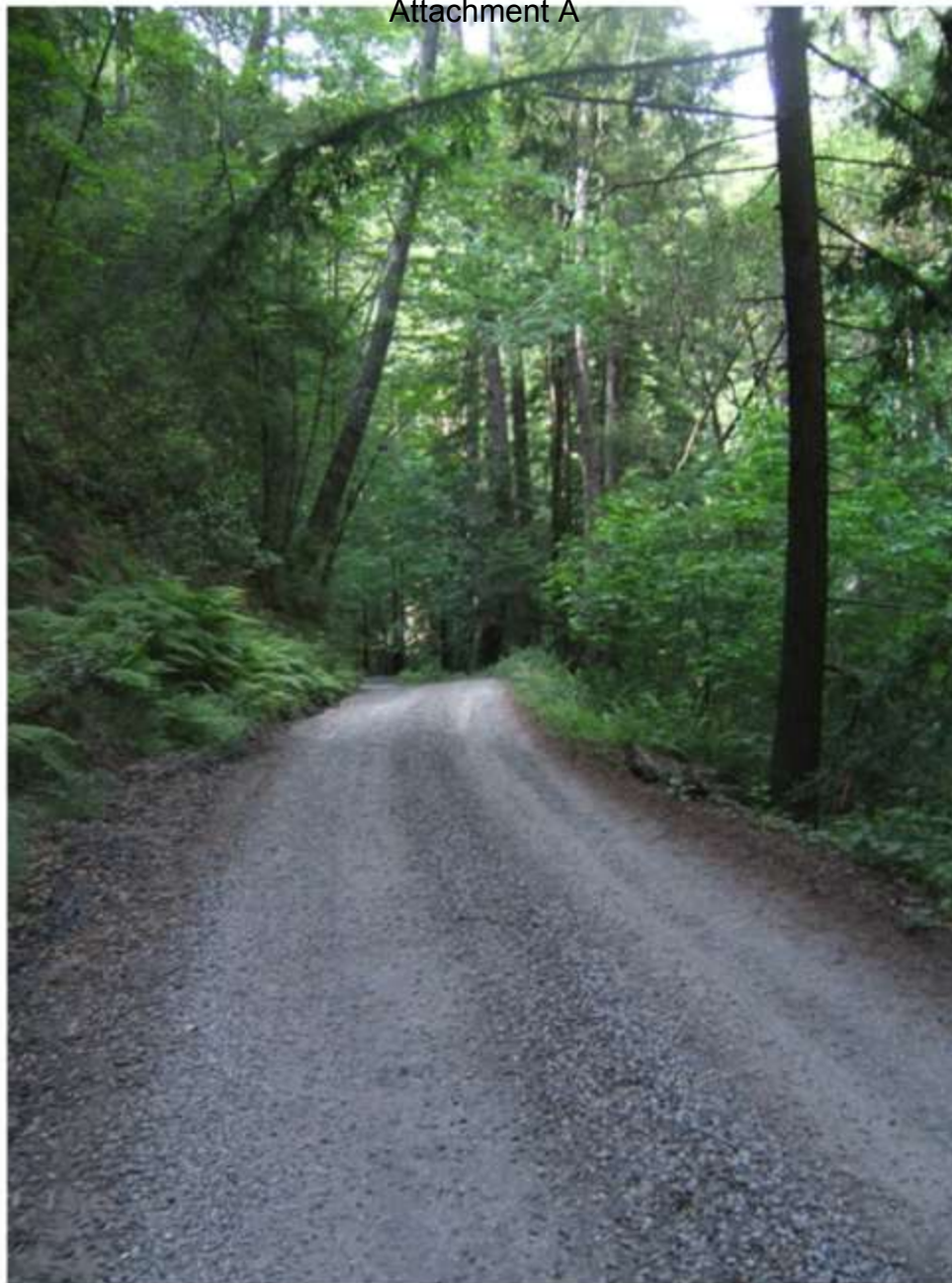
Components of Program

- Landowner Outreach
 - Through the NRCS*
 - Through building relationships*
 - Through public meetings*
- Technical Assistance
- Implementation





Attachment A



Components of Program

ROAD UPGRADE COUNTY OF S

PROJECT DESCRIPTION/SCOPE

The project consists of upgrading 1.7 miles on an existing road for the sole purpose of reducing erosion and sediment delivery to streams. This upgrade will consist of the following:

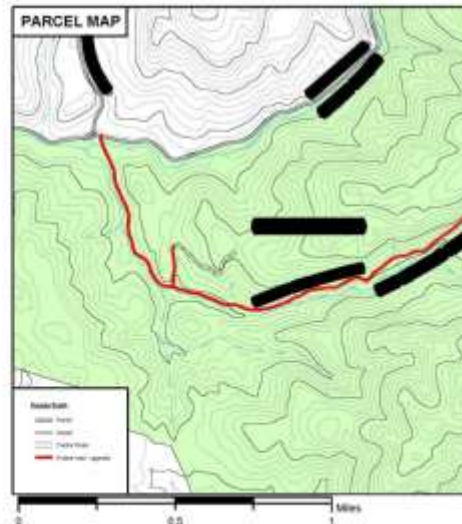
PRESRIPTION	UNITS
Reshape Road (crown and inslope)	5895 lf
Inboard ditch (clean and install)	5325 lf
Aggregate base rock (Class II AB)	4705 lf (XXX lf)
Reverse grade dips / Knockouts	41
Waterbars (located on adjacent tractor road)	4
18" ditch relief culverts	16 (490 lf)
18" culverts at ephemeral stream crossings	4 (140 lf)
24" culvert at ephemeral stream crossing	1 (40 lf)
Low retaining walls to protect culvert inlets	10 (36 lf)
Remove perched and unstable fill	2 sites (XXX cy)
Widen road into bank to gain extra width	4+ sites (175+ lf)

EARTHWORK QUANTITIES

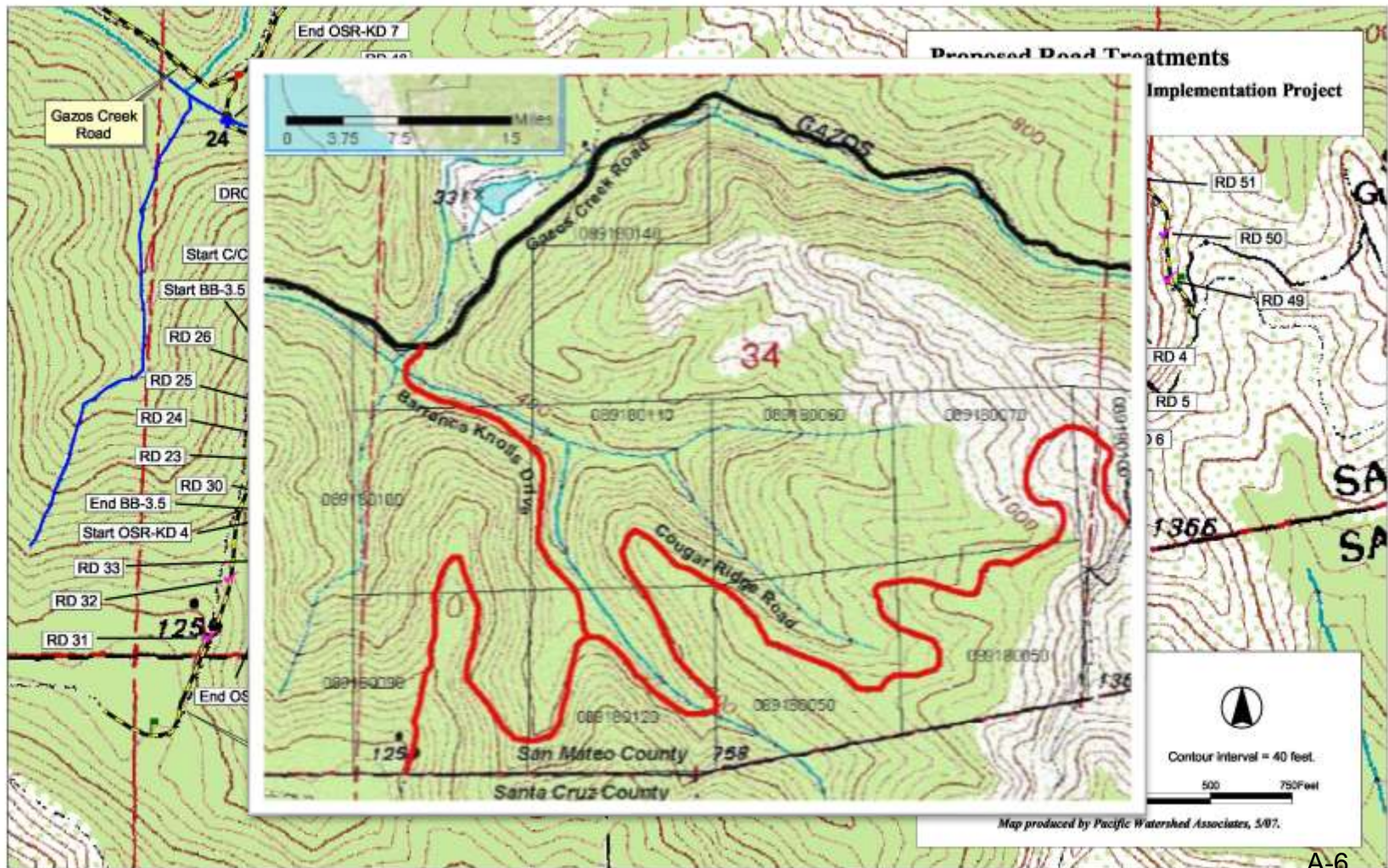
Cut (excavated old fill)	0+cy
Fill - onsite	0+cy
Fill - spread	0+cy

Note: Excavation volumes are approximate and may differ based on conditions encountered during crossing and fill removal.

**PRELIMINARY DRAFT
NOT FOR DISTRIBUTION**



Components of Program



Components of Program

New this year – develop strategy for implementing projects in light of the presence of fully protected garter snake



Recent Accomplishments

- 4 miles of road improved
- Assessments of 14 properties
 - Designs for 10 of them
- Work done in Gazos, Pescadero, San Gregorio, Pilarcitos, Frenchmans, and San Pedro watersheds
- Will result in many thousand cubic yards of sediment controlled



Happy holidays!



Special thanks to...



Attachment B

From: Laura McLendon <lmclendon@sempervirens.org>
Date: December 17, 2015 at 3:12:48 PM PST
To: Jarrad Fisher <Jarrad@sanmateorcd.org>
Subject: Re: RCD Annual Appeal to the Board of Directors

Hi Jarrad - just left you a vm. I apologize for not getting back to you before now. I cannot make it tonight - I have interviews with candidates for a new position here at Sempervirens Fund and will be tied up until 7pm. Please do pass along this message - working with the San Mateo RCD has been a wonderful experience and one I would recommend to any other private landowner in the county. The RCD did an outstanding job on the restoration work on our property and Sempervirens Fund looks forward to working with them more in the future. Thank you!

Laura

MEMORIAL PARK FISH PASSAGE PROJECTS

SAN MATEO COUNTY RESOURCE
CONSERVATION DISTRICT
SEPTEMBER-DECEMBER 2015

Attachment C



Partners and Funders:

- California Department of Fish and Wildlife
- Friends of San Mateo County Parks
- National Marine Fisheries Service
- Pacific States Marine Fisheries Service
- San Mateo County Parks
- State Coastal Conservancy

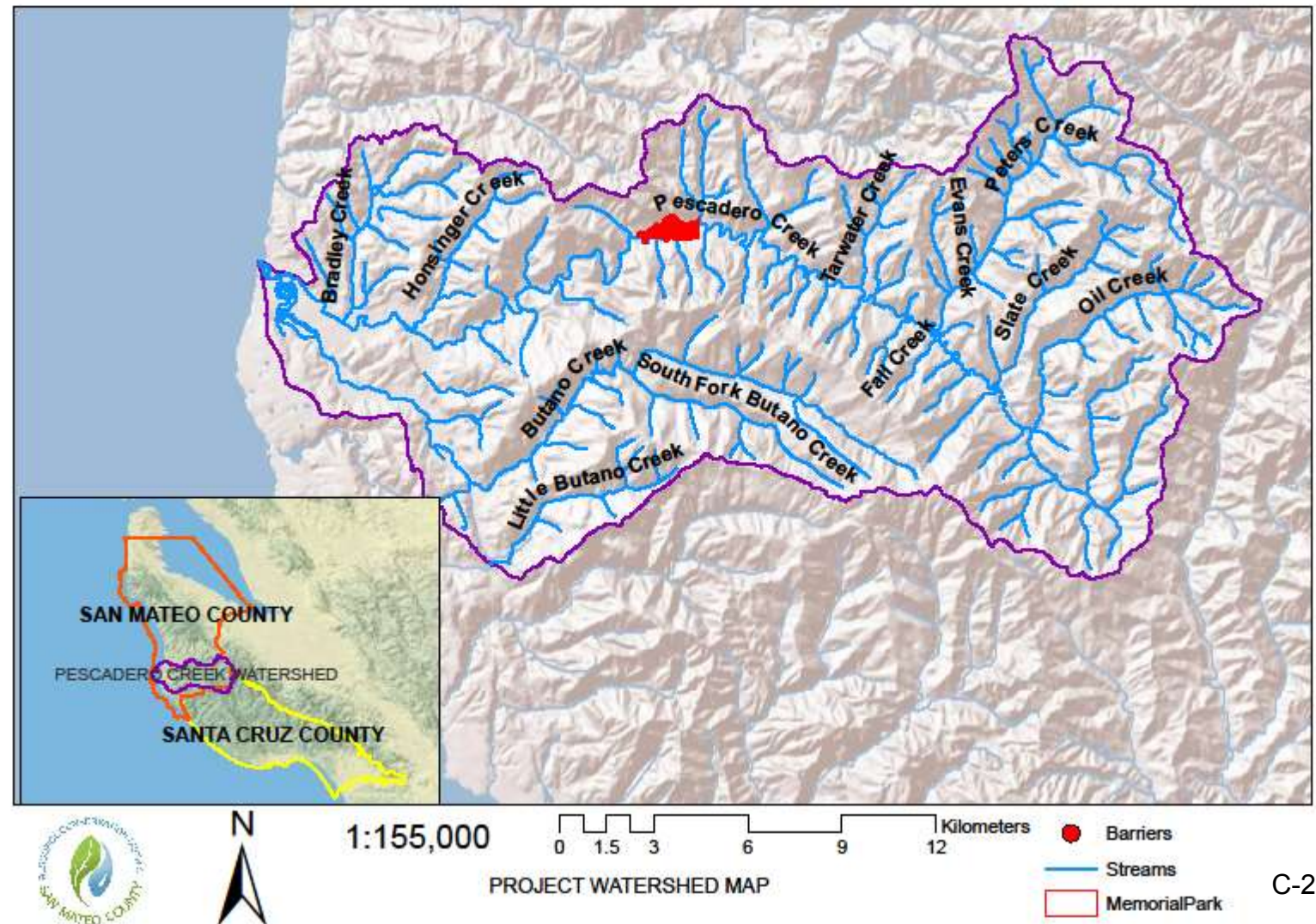


PROJECT IMPACTS

- IMPROVES FISH PASSAGE TO OVER 60 MILES OF THE BEST HABITAT
- REMOVES LAST FISH MIGRATION BARRIERS ON PESCADERO CREEK
- RESTORES SEDIMENT TRANSPORT PROCESSES
- INCREASES HABITAT COMPLEXITY LOCALLY

Memorial County Park Fish Passage Barrier Modification Project

Pescadero Creek Watershed
San Mateo County Resource Conservation District



PROJECT LOCATION

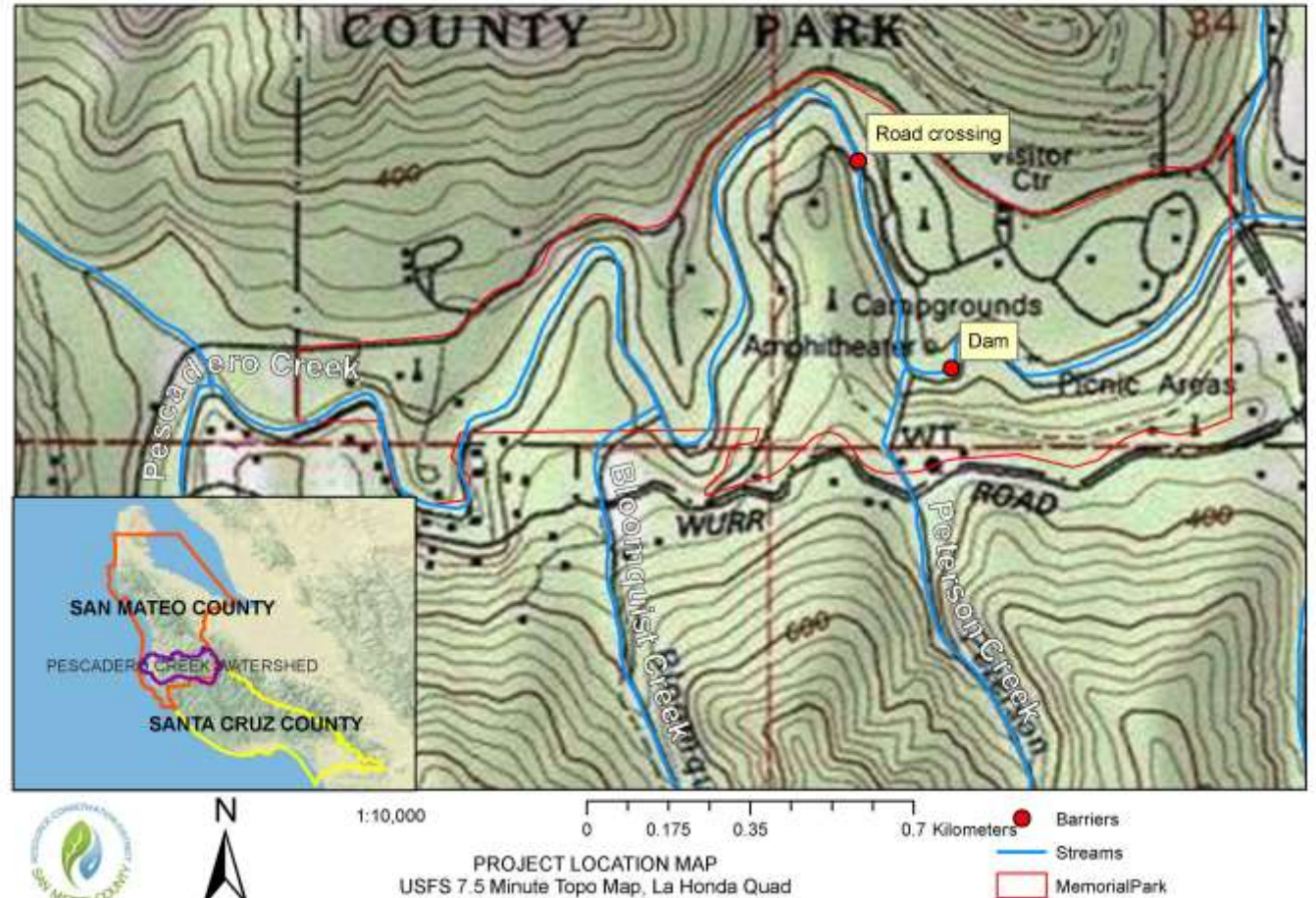
SAN MATEO COUNTY MEMORIAL PARK

PESCADERO CREEK WATERSHED

Memorial County Park Fish Passage Barrier Modification Project

Pescadero Creek Watershed

San Mateo County Resource Conservation District



PROJECT PARTNERS, FUNDING AND HISTORY

SAN MATEO COUNTY PARKS

- RECEIVED FRGP GRANT IN 2007/8 TO REMOVE BARRIERS, BUT COMPLICATIONS HALTED CONSTRUCTION
- YEARS LATER SUPPORTED THE RCD TO TAKE ON RE-APPLYING TO FRGP AND SEEING THE PROJECT THROUGH
- SUPPORTING ROLE IN PROJECT IMPLEMENTATION AND PROVIDED ROUGHLY \$50K IN MATCHING FUNDS

IWRP

- STATE COASTAL CONSERVANCY PROGRAM
- FUNDED PROJECT PLANNING EFFORTS INCLUDING DESIGNS AND GRANT PROPOSAL DEVELOPMENT
- IWRP TECHNICAL ADVISORY COMMITTEE
- CDFW WANTED THE RCD TO RE-APPLY FOR GRANT FUNDING TO IMPLEMENT PROJECT

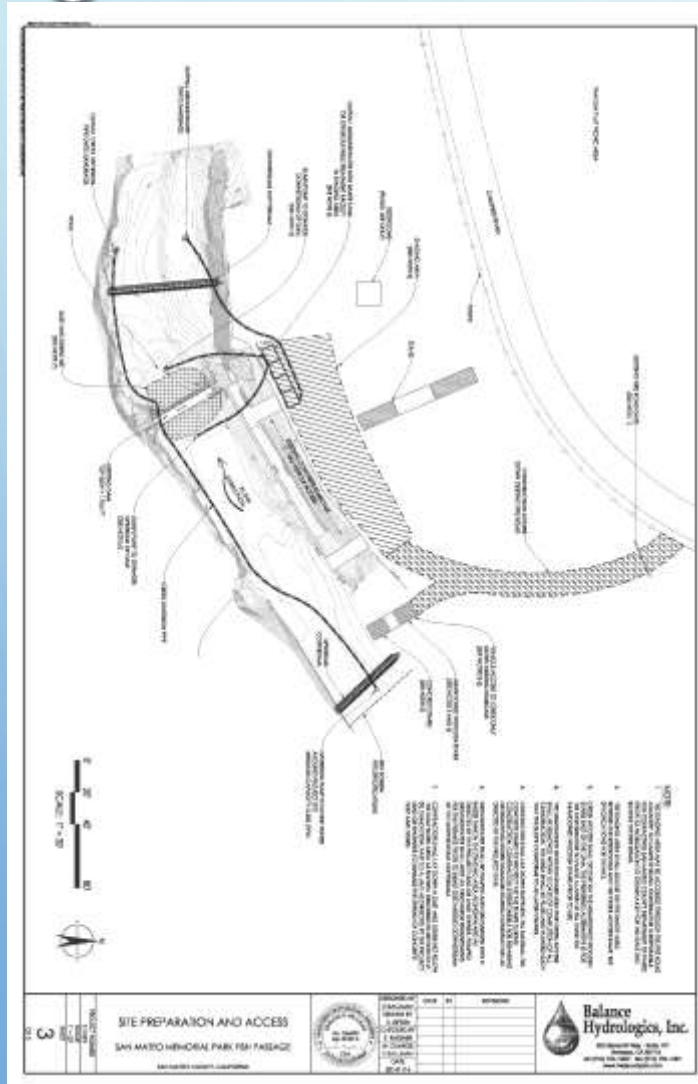
FUNDING

\$397,829 – FRGP
\$23,000 – COUNTY PARKS STAFF
\$26,120 COUNTY CIP FUNDS
\$67,243 – PSMFC

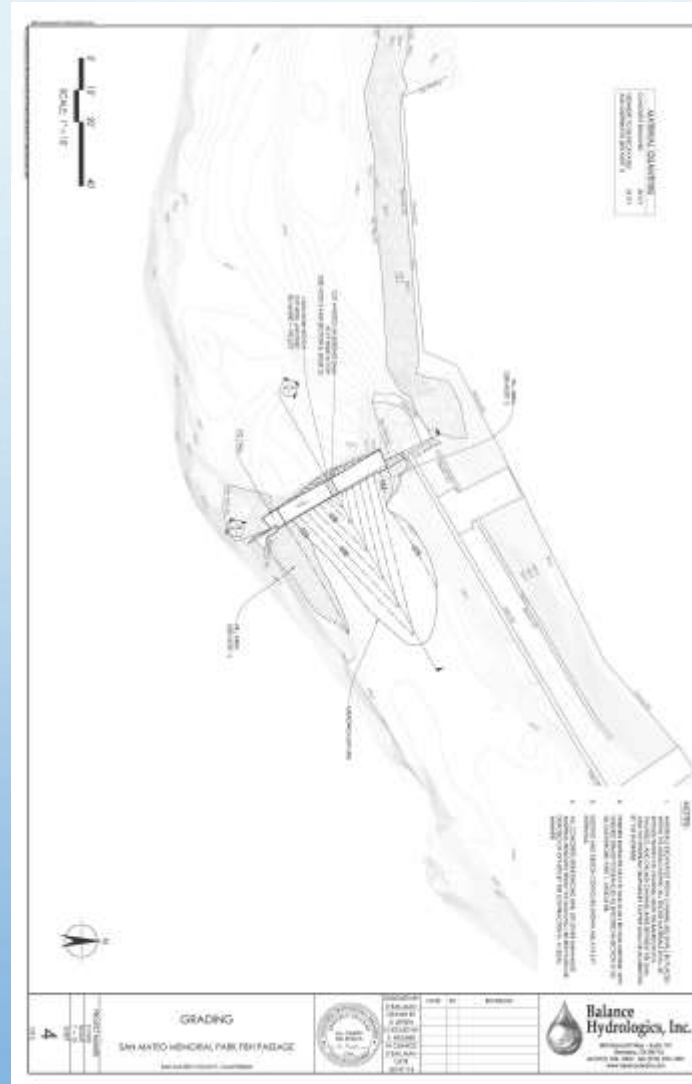
SWIM DAM

Attachment G

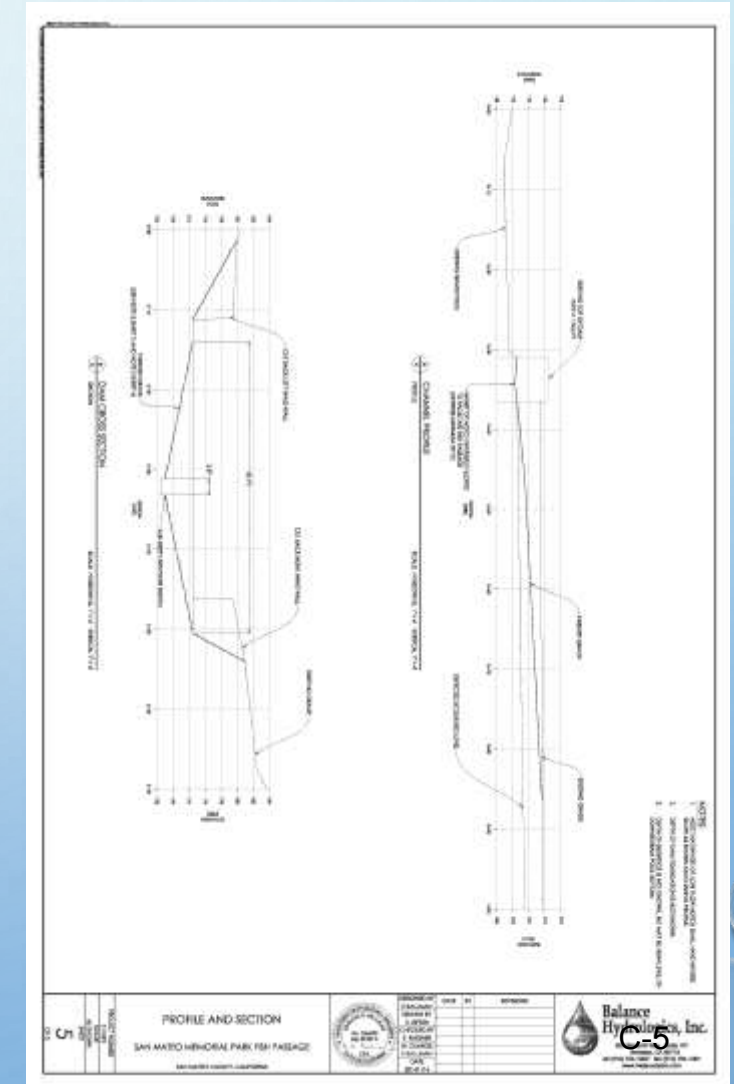
PRE-CONSTRUCTION



PROPOSED FINAL GRADE



PROPOSED FINAL GRADE CROSS-SECTION



SWIM DAM

BEFORE PROJECT 09/2015



AFTER PROJECT 12/2015



FISH RELOCATION

- 143 JUVENILE STEELHEAD
- 100+ PACIFIC LAMPREY AMMOCOETES
- 19 SCULPINS
- 52 CALIFORNIA ROACH
- UNKNOWN QUANTITY OF THREE-SPINE STICKLEBACKS
- TWO YOUNG OF THE YEAR STEELHEAD (1.4% DIED)



SWIM DAM

UPPER COFFER DAM AND FISH SCREEN



Attachment C

SWIM DAM

SUMP PUMP
IN ACTION

DEWATERING SYSTEM



SWIM DAM

INITIAL DEMOLITION

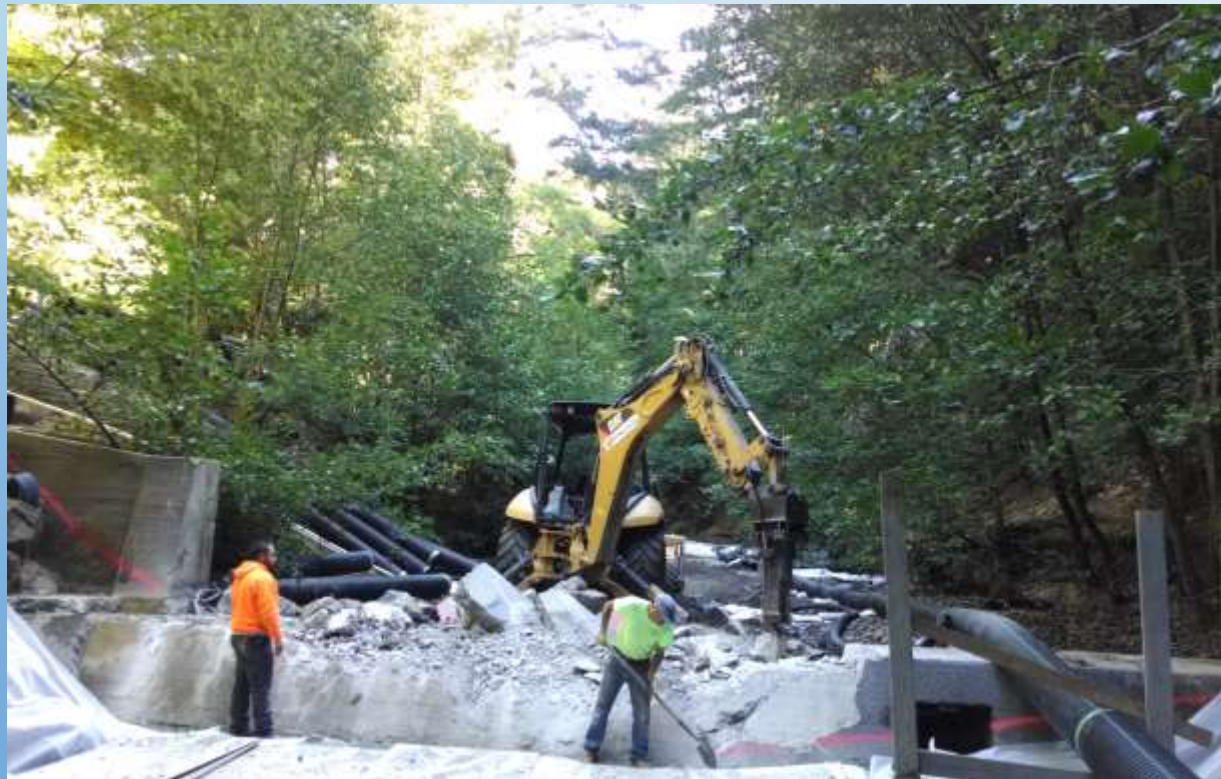


CHIPPING AWAY



SWIM DAM

EXPOSED CONCRETE CAP WITH OUT REBAR EXPOSED ON DAM APRON



SWIM DAM

SHAPING A V-NOTCH INTO THE DAM APRON



SWIM DAM

FINISHING TOUCHES ON V-NOTCH... LOW FLOW NOTCH



SWIM DAM

REALIZING THERE'S STREAMBED WHERE THERE "SHOULD" BE CONCRETE



SWIM DAM

LOW FLOW NOTCH AND THE STREAMBED BELOW WHERE THERE “SHOULD”
HAVE BEEN CONCRETE



SWIM DAM

DEMOLITION OF REMAINING DAM APRON



SWIM DAM

CONDITION OF PROJECT SITE
JUST PRIOR TO RE-WATERING

FIRST “FREE” FLOW THROUGH THE
SITE



Attachment C
SWIM DAM

POST PROJECT 11/15



POST PROJECT 12/15



SWIM DAM

CONDITION OF STREAMBED
PRIOR TO DAM REMOVAL 9/15



CONDITION OF STREAMBED POST
PROJECT 12/15

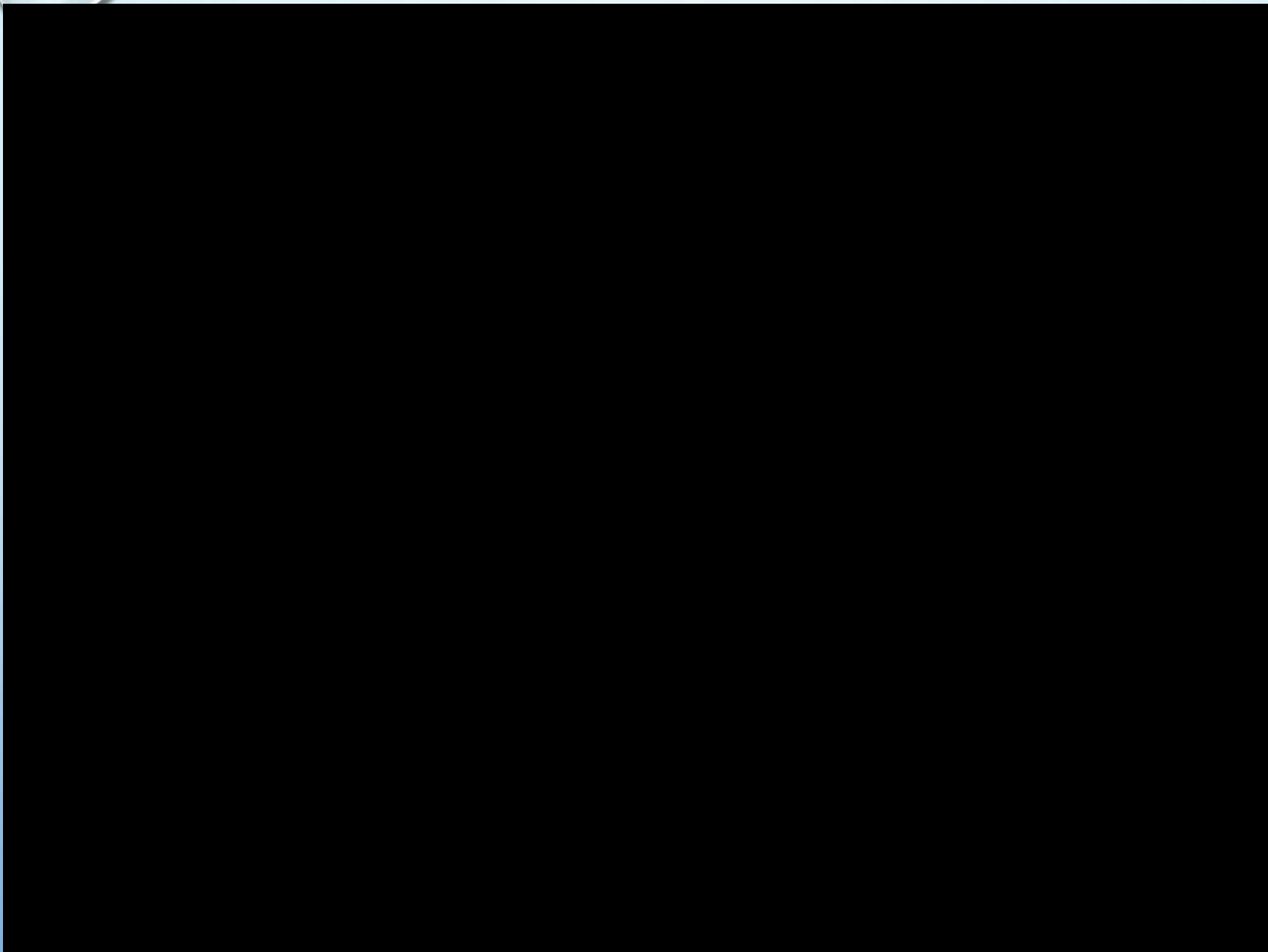


SWIM DAM

CONDITION OF STREAMBED
PRIOR TO CONSTRUCTION
LOOKING UPSTREAM OF DAM
9/15

CONDITION OF STREAMBED
LOOKING UPSTREAM OF DAM
SITE 12/15





SAN MATEO COUNTY RCD

SEQUOIA FLAT CROSSING MODIFICATION AND FISH PASSAGE

MEMORIAL PARK SAN MATEO, CALIFORNIA



APPROVED BY:	
DAVE HOLLAND	
DIRECTOR OF PAW & RECREATION	

APPROVED DATE	
DOSE & TIME	
TEST'S END (ENDING) INFORMATION	



1. DATE: 12/15/16 2. TIME: 10:00 AM		COVER SHEET PROJECT LOCATION		SHEET NO. 001 OF 001 DATE: 12/15/16
3. PROJECT NO.: 16-001 4. PROJECT NAME: 16-001		5. PROJECT LOCATION: 16-001 6. PROJECT DESCRIPTION: 16-001		7. PROJECT OWNER: 16-001 8. PROJECT ENGINEER: 16-001
9. PROJECT STATUS: 16-001 10. PROJECT PHASE: 16-001		11. PROJECT BUDGET: 16-001 12. PROJECT COST: 16-001		13. PROJECT RISK: 16-001 14. PROJECT IMPACT: 16-001

3. CROSSING MODIFICATION
- 3.1. WATER DRAINAGE PLAN - DEMOLITION PLAN
- 3.2. SITE PLAN PROFILE - (EXISTING AND) AFTER - BENCH MARKS, VERTICE, CONTROL
4. ROADWAY PROFILE
5. CONSTRUCTION DETAILS

Inspection 1: The project engineer will inspect the site upon construction mobilization and confirm that the contractor has installed site delineation. The project engineer will bypass the project and seal the construction headquarters. This log will be included in the project file. Areas of site delineation, existing trees, and other vegetation for removal are identified. This site visit will be conducted prior to the start of the concrete identification and base course.

Inspection 2: The second inspection will take place during the formwork preparation and placement of the base course. The contractor's preparation and placement will be checked and the integrity of the anchoring of the rebar will be confirmed. The contractor will be required to repair and adjust the formwork as needed to the height of the structure and other details will be determined at this time in conjunction with RCD inspectors.

Inspection 3: The third inspection will occur upon completion of the concrete form work for the base of the structure and prior to the forming or installation of precast curved sections, pouring of cast in place retaining walls, site, and other site features.

Inspection 4: The fourth inspection will occur prior to the installation of the precast curved sections and occurs forward to retaining walls and concrete site.

Inspection 5: The fifth inspection will occur after the placement of class II basalt and placement of steel reinforcing steel prior to the placement of concrete slabs.

Inspection 6: The final inspection will be conducted prior to installation of the project site and removal of the delineation structures.

Note:

- 1) Contractor will notify Inspection 6 meeting days prior to work.
- 2) Inspection will occur within 7 days prior to work.
- 3) Contractor must give project engineer and inspector 24 hours notice of inspection. Inspections will be present at all times during the construction process. These site inspections are present to discuss project progress and ensure plan compliance.

SEQUOIA FLATS

PRE PROJECT 2008



POST PROJECT 12/15



SEQUOIA FLATS

DEWATERING SYSTEM



SEQUOIA FLATS

DEWATERING SYSTEM



SEQUOIA FLATS

DEMOLITION AND EXCAVATION



SEQUOIA FLATS

FORMING AND POURING SLAB



SEQUOIA FLATS

FORMING AND POURING V-WEIRS



SEQUOIA FLATS

SETTING PRE-CAST ARCH CULVERTS



SEQUOIA FLATS

SETTING PRE-CAST ARCH CULVERTS



SEQUOIA FLATS

SETTING PRE-CAST ARCH CULVERTS



SEQUOIA FLATS

SETTING PRE-CAST ARCH CULVERTS



SEQUOIA FLATS

FORMING AND POURING SLAB



SEQUOIA FLATS

SETTING PRE-CAST ARCH CULVERTS



SEQUOIA FLATS

FORMING AND POURING ROAD SURFACE AND REINFORCEMENTS TO DAMAGED SPAN



SEQUOIA FLATS

FINISHING ROAD SURFACE



SWIM DAM

CONDITION OF STREAMBED
PRIOR TO CONSTRUCTION
LOOKING UPSTREAM OF
CROSSING 9/15



CONDITION OF STREAMBED
LOOKING UPSTREAM OF
CROSSING 12/15



SEQUOIA FLATS

SEDIMENT TRANSPORT



SEQUOIA FLATS

BEFORE CONSTRUCTION 8/15

LOOKING DOWNSTREAM
TOWARDS CROSSING



AFTER CONSTRUCTION 12/15

LOOKING DOWNSTREAM
TOWARDS CROSSING



SEQUOIA FLATS

PRE CONSTRUCTION 8/15



POST CONSTRUCTION 12/15



SEQUOIA FLATS

PRE PROJECT 2008



POST PROJECT 12/15

