

**Minutes of the Regular Meeting of the Board of Directors  
January 16, 2020  
4:00 pm – 6:00 pm  
Location: RCD Office**

Directors present: TJ Glauthier, Jim Reynolds, Barbara Kossy, Neal Kramer, Adrienne Etherton  
RCD staff present: Kellyx Nelson, Lau Hodges  
Santa Cruz Mountains Stewardship Network staff present: Dylan Skybook  
NRCS staff present: Jim Howard

**1. Call to Order**

Meeting was called to order at 4:02 p.m.

**2. Approval of Agenda**

- Etherton requested the December 19, 2019 Draft Regular Meeting Minutes be pulled as they were incorrectly linked to the RCD website when the meeting was noticed.
- Etherton moved to approve the agenda, as amended, Kramer seconded. Motion passed unanimously

**3. Convene Closed Session**

**3.1 Risk of Litigation Pursuant to California Government Code §54956.9(d)(2)**

Board discussed one potential case.

**4. (4:15) Convene Open Session and Report on Closed Session**

Glauthier states that a piece of litigation that might have involved the RCD has ended with a positive outcome.

**5. Introductions of Guests and Staff**

Skybrook introduced himself.

**6. Public Comment**

No public comment

**7. Consent Agenda**

- Kramer moved to approve the agenda, as amended, Etherton seconded. Motion passed unanimously.

**8. Regular Agenda**

**8.1 Executive Director's Report (see attached)**

- Nelson and directors discussed her temporary schedule as 30 hours per week dedicated to the Cutting the Green Tape initiative and 10 hours per week to the RCD. The Board expressed its support for Nelson's work on the initiative.
- Regarding the RCD's Forestry Health and Fire Resiliency Program, Nelson noted that the RCD supports regional collaboration in many ways, including being the fiscal sponsor of the Santa Cruz Mountains Stewardship Network. The network received a grant for work in the region that is outside of San Mateo County (SMC). The funding contract limits the amount that can be subcontracted, therefore requiring the RCD to hire staff who will work exclusively outside of our district boundaries. There was discussion about what it means to work in collaboration at a landscape scale, and that fires doesn't stop at jurisdictional boundaries. Skybrook noted that this phase of work builds upon and extends the work that was already done in San Mateo County.

## **8.2 Director's Report**

- Reynolds reported:
  - His excitement about the RCD partnering with John Muir Laws for his Nature Journaling Class; Kossy expressed appreciation for Laws' guide books.
  - He noticed a bunch of acacia downstream from the pond on his property and he expressed concern it would get into the Pescadero Marsh.
  - He asked how the RCD could get more PR; Nelson stated she met with a consultant regarding a communications audit.
- Etherton reported:
  - RCD's NextDoor account appears to be a residential account.
  - She bought a table at the Sustainable San Mateo County Awards, on April 2, 2020, and invited the group to join her as her guests.
- Kossy reported:
  - She met Jessie Wentworth who was interested in helping out at the RCD.
  - She went to a house party at Michael Brownrigg's, who is running to replace Senator Jerry Hill in California's 13 Senate District and was thanked by several attendees for the work the RCD does.
- Glauthier reported:
  - There are no financial statements at this time as the RCD had moved to a quarterly review policy.
  - He went to the San Mateo County Harbor District's Board of Commissioner's meeting and met with the new General Manager, Jim Pruett, who was pleased with the work the RCD is doing at Pillar Point Harbor. Glauthier also noted that Nancy Reyering was the new President and Virginia Chang Kiraly was the new Vice President.
  - Glauthier asked if there was going to be another tour of the Butano Marsh Project to make up for the one that had been canceled in fall; Nelson noted there would likely be one in Spring and the RCD's federal level supporters would be invited.

## **8.3 Board will consider selection of contractor to support RCD's Forest Health and Fire Resiliency Program.**

- There was discussion about the list of contractors.

- Kramer moved to approve the selection of the contractor to support the RCD's Forestry Health and Fire Resiliency Program; Reynolds seconded. Motion passed unanimously.

**8.4 Board will consider contracting with Point Blue Conservation Science as partner in restoration project at Potrero Nuevo Farm.**

- There was discussion about the contract being a subaward, and the certainty of PG&E funding.
- Reynolds moved to approve contracting with Point Blue Conservation Science as partner in restoration project at Potrero Nuevo Farm; Etherton seconded. Motion passed unanimously.

**8.5 Board will consider allocation of 5% of 2019 earnings for eligible employees to the Employer Sponsored 401K Plan.**

- There was discussion about the plan being on the calendar year instead of a fiscal year, and the need to research better 401K options.
- Kramer moved to allocate 5% of 2019 earnings for eligible employees to the Employer Sponsored 401K Plan; Reynolds seconded. Motion passed unanimously.

**8.6 Board will consider election of new officers.**

- Glauthier nominated Kossy to be the Board President for the next year; Etherton supported the nomination.
- Directors discussed not needing a Secretary or Treasurer with a Finance Committee and staffing for those roles.
- Glauthier moved to elect Kossy as the new RCD President; Kramer seconded. Motion passed unanimously.
- All in attendance thanked Glauthier for his more than 8 years as President; Nelson also expressed gratitude for such a highly functioning Board that really gets conservation projects done.
- There was discussion about how the RCD communications wishes and capacity, and how directors can know about projects and be able to talk about the RCD.

**9. Adjourn Meeting**

Meeting adjourned at 5:50 p.m.

## Regular Meeting of the Board of Directors

January 16, 2020

4:00 pm – 6:00 pm

Location: 80 Stone Pine Road, Suite 100, Half Moon Bay, CA 94019

<b>1. Call to Order</b>
<b>2. Approval of Agenda</b>
<b>3. Convene Closed Session</b> <b>3.1. Risk of Litigation Pursuant to California Government Code §54956.9(d)(2)</b> Board will discuss one potential case.
<b>4. (4:15pm) Convene Open Session and Report on Closed Session</b>
<b>5. Introduction of Guests and Staff</b>
<b>6. Public Comment-</b> The Board will hear comments on items that are not on the agenda. The Board cannot act on an item unless it is an emergency as defined under Government Code Sec. 54954.2.
<b>7. Consent Agenda</b> The Board of Directors approves: <b>7.1.</b> December 19, 2019 Draft Regular Meeting Minutes The Board of Directors receives into record: <b>7.2.</b> KQED public radio coverage of Butano Channel Restoration Project that aired at 6:00 a.m. and 8:00 a.m. on December 16, 2019 and associated online article: <a href="https://www.kqed.org/science/tag/pescadero">https://www.kqed.org/science/tag/pescadero</a> .
<b>8. Regular Agenda</b> <b>8.1.</b> Executive Director and staff reports <b>8.2.</b> Directors' reports <b>8.3.</b> Board will consider selection of contractor to support RCD's Forest Health and Fire Resiliency Program. <b>8.4.</b> Board will consider contracting with Point Blue Conservation Science as partner in restoration project at Potrero Nuevo Farm. <b>8.5.</b> Board will consider allocation of 5% of 2019 earnings for eligible employees to the Employer Sponsored 401K Plan. <b>8.6.</b> Board will consider election of new officers.
<b>9. Adjourn Meeting</b> The next Regular Meeting of the Board of Directors will be February 20, 2020.

*Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the San Mateo RCD office, located at the address above, for the purpose of making those public records available for inspection.*

## **ED Report**

### **Jan 16 2020**

Cutting Green Tape initiative

Proposing legislation (amendment to Fish and Game Code) to limit landowner liability

Draft Governor's Budget

CARCD DEI training

Silicon Valley grant for \$100K for water for FFP

Silicon Valley grant for DEI

### Water Quality

- Interviewing applicants for Program Manager
- Study session postponed
- Presentation to Harbor Commission on 2/19
- First Flush presentation at HMB Library 2/28 11am and RCD Board in February

### Ag & Climate

Urban Ag: Our Urban Agriculture TA work is coming to a close. We have worked with two community gardens and one 4H farm on the design and implementation of soil health and conservation practices, which have included pollinator gardens, hedgerows, soil tests and amendments, and composting and vermiculture systems. This work has been funded by National Association of Conservation Districts, and we've partnered with UC Cooperative Extension and the SMC Office of Sustainability. We also presented on our work at the CARCD conference. We're currently trying to figure out how to continue this work after our funding ends, and have started conversations with other RCDs working with or interested in working with urban agriculture. There are several in the Bay Area, and hope to partner on a grant and continue coordination.

Compost: We are wrapping up our compost facility feasibility study for San Mateo County, which has been in the works for the last year. This work has included gathering information on current compost usage from our agricultural industry, diving deep into the regulatory complexities around composting operations, and speaking with local compost producers (like Recology) about composting and creating linkages between their work and needs, and our agricultural operations' needs and concerns. We're also continuing our work with equestrian facilities, providing TA to help them manage their manure and either compost it on site or figure out an alternative to bringing it to the landfill. We are on track to build a composting bunker for Elkus Ranch this summer to help them compost their manure and livestock bedding into a product that they can use to implement aspects of their Conservation and Carbon Farm Plan.

Carbon Farming: We are in the process of finishing three Conservation and Carbon Farm Plans, and will be starting another three this spring. We were awarded a grant to provide three years of TA to farmers in SMC to help them apply for the Healthy Soils Program, and help awardees with implementation. This is the first iteration of this grant type, which before was only focused on helping farmers apply to the program. We continue to participate in monthly Soil Coordinator calls with other RCDs across the state working on soil health and carbon farming projects. We have been participating in a grant from Carbon Cycle Institute to work with the greater Bay Area RCDs to form a carbon farming "hub" or network, to discuss regional challenges and opportunities. The work has resulted in a proposal for a coordinator

position to help with regional funding, project tracking, outreach and network building, coordination, and dissemination of regionally significant research. CCI will then take our proposal and hopefully help us get funding.

Climate Action Plan: We are entering into contract with San Mateo County for our recently awarded grant from the Department of Conservation to assist the County with the working lands stakeholder engagement and measures development for the update of the Climate Action Plan. That work will start soon! Adria has joined a newly formed committee for the Food System Alliance, called the Climate Resiliency Committee. In February, we will be meeting with other members of the Alliance to help them understand and map out how all of our work impacts the climate and where there are opportunities for reducing impacts and partnership.

Ag Ombudsman: Work is continuing. In February, we will be meeting with the Agricultural Commissioner, Community Development Director, and Supervisor Horsley to talk about the program. We will likely be helping Supervisor Horsley's office to plan an Ag Summit, similar to the one held in 2013.

### Sediment & Erosion

Received funding from RLF to help RWQCB to develop a shared understanding of what the requirements would be for ranchers and farmers to comply with TMDL so taht they can voluntarily comply easily with lowest costs. Starting to ramp that up.

### Dark Gulch:

- RCD rural roads project to replace an unstable, eroding creek crossing on Old Haul Road in Pescadero Creek County Park.
- Important project because it will:
  - create safe access into the park for San Mateo County Parks Department and Calfire,
  - stop erosion which is delivering excess sediment downstream into Pescadero Creek and destroying fish habitat
- RCD already stabilized two, much smaller crossings on Old Haul Road in Fall of 2018
- Going to construction on Dark Gulch this spring/early summer.
- Due to the size of the Dark Gulch crossing -- 42K cubic yards of material, 70 feet deep -- construction will take about 4 months.
- RCD and County Parks secured ~\$3M in funding for this (75% County Parks, 25% grant from State Water Board) and wrapping up permitting.
- Project will go out for bid to construction contractors by the end of this week.

### Green Oaks/Steele Ranch, State Parks property at Ano Nuevo

- Beautiful, 235-acre portion of Año Nuevo State Park on a coastal bluff just west of Highway 1

- Property has been heavily modified through past, intensive agricultural activities and modifications (e.g. drainage ditches)
- State Parks goals for the property -- set by mitigation requirements and easement:
  - Protect and enhance habitat for endangered species, and
  - Achieve/maintain productive agriculture
- RCD shifting into high gear on two, integrated restoration and conservation projects to help State Parks meet these goals:
  - Restoring natural hydrology and enhancing the ecosystem functions on the property to support historic wet meadow and riparian wetland habitats: Jarrad
  - Developing a Conservation Plan that integrates conservation grazing on the ranch to improve soil health and support habitat enhancement work: Sara
- Restoration project status: finishing up detailed (65%) designs and starting on permitting.
- Conservation Plan: Working with Kevin Watt and Mark Biaggi from TomKat on identify grazing practices, and writing up initial draft of the plan.

#### Forest Health and Fire Resiliency

- We developed a RFQ for forestry consultants to help plan and permit and provide assistance during implementation of forest health and fire residency projects. The first use of these qualified consultants RCD will request detailed scopes of work and cost proposals for an active project with CAL FIRE and SFPUC to develop permits and environmental documentation for a prescribed burn project on SFPUC property. The RCD will be coordinating between CAL FIRE, SFPUC and consultants to develop project permits.
- The RCD has started work on a new FHFR grant from the Coastal Conservancy that will
  - 1) Develop a regional prioritization plan for the Santa Cruz Mountains with the Santa Cruz RCD,
  - 2) Plan three to four FHFR projects: a) Fuel Break on Sandhill Road, b) SFPUC Prescribed Burn, c) fuel break around the community of La Honda, and possibly a fuel break along parts of Hwy 35 if funding permits,
  - 3) Implement a fuel break demonstration project on Sandhill Road
  - 4) Provide educational opportunities like field tours to demonstration projects (Sandhill Road and neighborhood chipping projects)

#### Habitat Enhancement

- The RCD is continuing to work with Caltrans to develop a scope of work, easement terms, and budget to monitor and manage the mitigation ponds associated with the Devil Slide Tunnel. The RCD will be providing a presentation to the board about this project and the anticipated terms of the easement the RCD will consider taking ownership of on behalf of Caltrans.
- RCD working with State Parks at Pilarcitos Lagoon to develop solutions to fish passage at the lagoon mouth and enhance lagoon function and habitat quality for steelhead trout and other sensitive species

- RCD has completed a major milestone in the Lower Pescadero Corridor Assessment project which is evaluating conditions which influence flooding, erosion and habitat. An existing conditions report has been generated which helps us understand the cause of flooding, bank erosion, poor habitat quality and helps us identify opportunities to develop solutions.

#### Water Resource and Conservation

- Designs completed for pipeline replacements at Memorial Park. San Mateo County to provide funding to the RCD to develop additional pipeline replacement projects and implement construction.
- Loma Mar water storage project complete
- RCD developing opportunities for constructing or expanding ponds on Johnston Ranch to improve agricultural water security



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**Memorandum**

**Date:** January 10, 2020  
**To:** Board of Directors  
**From:** Kellyx Nelson  
**Re:** Recommendation of Qualified Contractors to Support the RCD's Forest Health and Fire Resiliency Program

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RCD staff recommends four qualified contractors to support the RCD's Forest Health and Fire Resiliency (FHFR) program which conducts forest management and fuel reduction projects throughout San Mateo County, and the adjacent Santa Cruz Mountain range when the projects are part of the Santa Cruz Mountains Stewardship Network in which the San Mateo RCD participates. The services will be rendered through December 31, 2020. Current funding for this work is \$150,000, with additional funding likely.

One or more of the qualified contractors will work with RCD staff and collaborating agencies (such as CAL FIRE and SFPUC) to support activities related to:

- Project planning and development of management plans (e.g. Timber Harvest Plans, Notice of Emergency Timber Operations for Fuel Hazard Reduction, revegetation plans, Vegetation Management Plans, invasive species removal plans, pest/diseased tree removal plans, etc.)
- Permitting (e.g. California Environmental Quality Act, Coastal Development Permits, County of San Mateo Significant Tree Removal Permit, avoidance and minimization measures, biological assessments, etc.)
- Support for overseeing project implementation for fuel reduction, tree removal, revegetation, etc.
- Participation in development of outreach materials and outreach efforts with stakeholders

On December 24, 2019 San Mateo RCD distributed a Request for Qualifications (RFQ) via email to seven firms and registered professional foresters. Four responded by the deadline (January 9, 2020) and all four submissions were complete. RCD staff has reviewed the qualifications of each contractor that responded to the RFQ and recommends them as a portfolio of potential contractors based on their specialized training and experience related to permitting for forest health and fuel load reduction projects in the region, and positive previous experiences working with RCD collaborators and stakeholders. The recommended contractors are:

1. Steve Auten, Auten Resource Consulting
2. Nadia Hamey, Hamey Woods
3. Tad Mason, TSS Consultants
4. Scott Eckardt, Dudek

**Memorandum**

Date: January 9, 2020  
To: Board of Directors  
From: Kellyx Nelson  
Re: Recommendation to Contract with Point Blue Conservation Science for Potrero Nuevo Farm Restoration Project

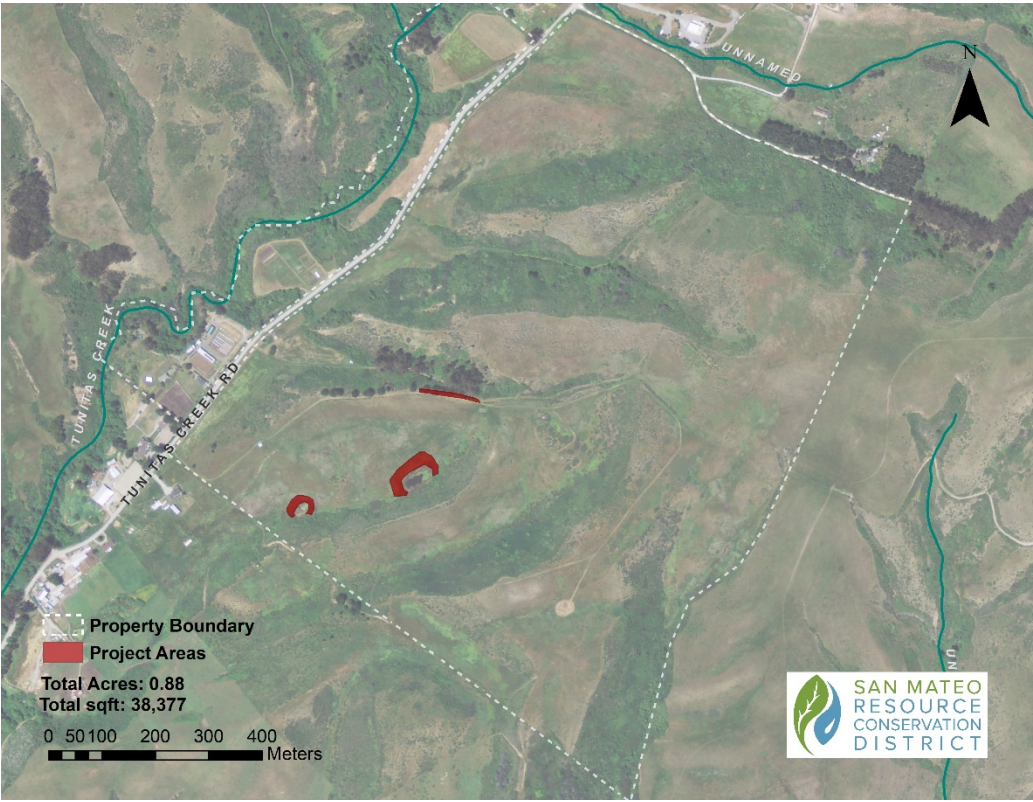
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RCD Staff recommends contracting with Point Blue Conservation Science for the Potrero Nuevo Farm Restoration Project in the amount of \$61,797.

This project will enhance wildlife habitat through native plant installation by local student volunteers on a 300-acre farm and ranch. This project is funded by PG&E as required mitigation for impacts from vegetation removal along Highway 92. Point Blue Conservation Science and the RCD co-wrote and jointly submitted a proposal to PG&E and the California Coastal Commission in December 2018 to meet PG&E's mitigation requirements. The proposal was approved by the Coastal Commission in July 2019.

Point Blue will coordinate student-teacher volunteer activities in addition to assisting in site preparation, native plant installation, maintenance and monitoring over a 5-year period. The RCD will be the project manager, including fiscal management, reporting, and project oversight; landowner liaison; and collaborate on all aspects of the project.

Location Map





### Location Photos



## Memorandum

Date: January 16, 2019  
To: Board of Directors  
From: Kellyx Nelson  
Re: Recommendation for Contribution Allocation to Employee 401K Plans

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### Staff Recommendation

Staff recommends that the Board of Directors contribute a 5% allocation of calendar year 2019 earnings for each eligible employee to the RCD's Employer Sponsored 401K Plan. The estimated total cost to the RCD is \$34,405.63.

### Background

The RCD participates in an Employer Sponsored 401K Plan through Paychex, with Fidelity Investments as the money manager. Eligible employees who enroll in the program can contribute to their 401K plan. In addition, the RCD offers a discretionary match (also with Paychex and Fidelity Investments) in which the employer contribution allocation can vary from year to year based on the RCD's financial position rather than a standard annual employer match or profit share. The discretionary match program was chosen as the most feasible option for the RCD to offer employees the benefit of an employer contribution to a 401K plan when the organization's revenues depend heavily on grants and contracts which are inherently uncertain. The Board of Directors annually determines the RCD's discretionary contribution allocation towards staff 401K plans for the previous calendar year. For calendar years 2016 and 2017 the Board approved a 4% allocation, and for the calendar year 2018 the Board approved a 5% allocation. For calendar year 2019, estimates are that a 3% allocation would cost \$20,643.31, 4% would cost \$27,524.40, and 5% would cost \$34,405.63. Staff recommends a 5% allocation as a reasonable expense given the RCD's current financial position.

### Eligibility

Eligibility requirements for the 401K Plan, set by the financial institution and not by the RCD, are that participants must 1) be at least 21 years of age and 2) have been an employee of the RCD for 12 months and worked a minimum of 1,000 hours in that period. The employer contribution is available only to employees who are eligible and enrolled in the RCD's Sponsored 401K Plan. Employees are not required to contribute to the 401K Plan to receive the employer contribution. For calendar year 2019, 11 people are eligible<sup>1</sup>. Nine are current staff members and two departed the RCD in 2019. Five current staff members are not eligible.

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<sup>1</sup> This does not include the Network Manager of the Santa Cruz Mountains Stewardship Network, who is also eligible. He will receive a separate allocation as determined by the network's Core Team. The RCD is the fiscal sponsor of the network but does not make compensation decisions for the Network Manager.