

**Minutes of the Regular Meeting of the Board of Directors****August 15, 2019****3:30 pm – 6:00 pm****Location: RCD Office**Directors present: TJ Glauthier, Jim Reynolds, Barbara Kossy, Neal KramerRCD staff present: Kellyx Nelson, Lau HodgesNRCS staff present: Jim Howard**1. Call to Order**

Meeting was called to order at 4:00 p.m.

**2. Approval of Agenda**

Agenda passed unanimously

**3. Introductions of Guests and Staff**

No introductions necessary

**4. Public Comment**

No public comment

**5. Consent Agenda**

- Nelson noted there were no financials the RCD's Account was still in the process of reconciling them.
- Reynolds moved to approve the consent agenda; Kramer seconded. Motion passed unanimously.

**6. Regular Agenda****6.1 Executive Director's Report**

- Nelson distributed the RCD's Project Tracker and highlighted the following:
  - Butano Channel Reconnection Project- discussed project status (on budget and schedule), timeline, challenges, and findings
  - Alpine Fish Passage Project- discussed project status (on budget and schedule), challenges, and findings
  - Klingman-Moty Pond- third pond RCD program is building in San Gregorio, under construction
  - Butano Farms Pond should be wrapped up before the winter rains
  - Habitat restoration in Peter's Creek was completed and involved installation of large wood harvested on site

- Nelson distributed a summary of water quality outreach efforts prepared by Brittani Bohlke, the water quality program manager and noted:
  - There will be a water quality study session at the November meeting. Nelson encouraged directors to invite their neighbors and constituents.
  - There had been a focus on pet waste outreach in places where bacteria had been found. Howard noted that he had seen evidence on Next Door of people spreading the message. Nelson noted that the RCD is not taking a position opposed to dogs and that the science doesn't suggest that.
  - Nelson expressed her concern that the outreach efforts are piecemeal, patching together different funding agreements with specific tasks tied to different geographies, audiences, or pollutants. They are not guided by a larger overall campaign with a consistent message, not as holistic or well-packaged as it could be. This was discussed by directors.
- RCD hosted a "Spotlight Stewardship" tour for the Santa Cruz Mountains Stewardship Network, spending a day in the Pescadero Watershed. The focus was on Calif scale conservation and included public, private, and working lands.
- CARCD and NRCS have been in conversations about updating their agreements: federal level NRCS with the State; NRCS with RCDs across the State; our local partnership agreement. Nelson is participating as a member of the CARCD Board.
  - Glauthier asked if there was anything driving this. Nelson said many of the agreements are outdated and there is a desire at a high level for RCDs and NRCS to re-establish their commitment.
- There was discussion about Senate Bill 253. It had one opponent, the California Climate and Agriculture Network, resulting in removing RCDs as the identified entity to conduct this work of the state and be the primary recipient of funds. If passed, now RCDs would compete with other entities. It had bipartisan support.
- Nelson discussed efforts to consider diversity, equity, and inclusion in the RCD and its programs. RCDs were initially created to help land *owners*, which excludes farmworkers, farming tenants, and others that we regularly serve. Board members are supposed to be landowners resident within the district. Our RCD has regularly exercised allowable exemptions to that rule. The Board has diversified to include two women but there is still more work to be done. The RCD hosted an intern from Puente de la Costa Sur over the summer. Puente's Harvest Festival is on September 22 and Nelson encouraged directors to attend.
- Glauthier has if the construction season had any surprises; Nelson stated it did not and she was looking forward to completing the Butano Farm Pond.

## 6.2 Director's Report

- Kossy reported:
  - She enjoyed the SCMSN's Spotlight Stewardship day hosted by the RCD; she enjoyed seeing the construction sites as they progressed. Her carpool raved about it.
  - She was elected to the Board of the San Mateo County Sequoia Audubon Society and she was excited to present more environmentalism into the society via getting people excited about the plant the bird was sitting on as opposed to just the bird.

- She decided to step down from chairing the Weed Management Area moving forward and expressed hope that Nancy Potts would step into that role.
- She had recently spent two weeks bird watching in Columbia and had also been up to the Hood River in Oregon.
- Reynolds reported on the following:
  - He had recently visited the Butano Channel Reconnection Project on his property and was able to see how the creek will flow.
  - Shay Munoz is excited to meet with Nelson regarding Heirs to Our Oceans and engaging with the Board of Directors.
  - He asked if the RCD had fixed the Fiscal Year 2017 Audit Observations; Nelson noted that most of the observations had been addressed before the audit began.
- Kramer stated that the San Mateo County Vegetation Mapping Project had benefited from relationships the RCD had with private landowners. Nelson asked if there were other properties he wanted access to; Kramer stated there was not. He further noted that he appreciated the help from Cleopatra Tuday, the RCD's Biologist.
- Glauthier asked:
  - If there had been any follow-up with the plein aire artists. Reynolds noted he had attended one of the South Coast Artists' Alliance's (SCAA) Meetings where the idea had been discussed. Glauthier stated his impression was that the SCAA was supportive but wanted the RCD to take the lead whereas the RCD had hoped for the opposite.
  - Could the RCD get a large map of the district for the RCD Board Room; Nelson confirmed staff was working on it.
  - He had heard that the State was looking to revise Division Nine to increase funding for RCDs and asked if Nelson about it. Glauthier noted the RCD Board would support the effort any way they could be helpful.

### **6.3 Board will consider recommendation for contractor for Butano Creek Streamflow Improvement Project at Oku Nursery.**

- There was discussion about the nursery operation and what the project would do.
- Kramer moved to contract with Carson Manufacturing Co. to design and install the new liner for the Butano Creek Streamflow Improvement Project at Oku Nursery; Kossy seconded. Motion passed unanimously.

### **6.4 Board will consider recommendation to contract with TKO General Engineering and Construction Inc. for Loma Mar Water Storage Project.**

- There was discussion about project timeline.
- Kossy moved to contract with TKO General Engineering and Construction Inc. to construct a gravel pad, on which to install water tanks, for the Loma Mar Water Storage Project; Kossy seconded. Motion passed unanimously.

### **6.5 Board will discuss and may take action regarding an RCD-sponsored art event.**

- Board discussed art and beauty in the RCD's work and the idea of an art event.

## **7. Adjourn Meeting**

Meeting adjourned at 5:07 p.m.

**Regular Meeting of the Board of Directors****August 15, 2019****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. Introduction of Guests and Staff</b>
<b>4. 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>5. Consent Agenda</b> The Board of Directors approves: <b>5.1.</b> June 20, 2019 Draft Regular Meeting Minutes <b>5.2.</b> July 18, 2019 Draft Regular Meeting Minutes
<b>6. Regular Agenda</b> <b>6.1.</b> Executive Director Report <b>6.2.</b> Directors' reports <b>6.3.</b> Board will consider recommendation for contractor for Butano Creek Streamflow Improvement Project at Oku Nursery <b>6.4.</b> Board will consider recommendation to contract with TKO General Engineering and Construction Inc. for Loma Mar Water Storage Project.
<b>7. Adjourn Meeting</b> The next Regular Meeting of the Board of Directors will be September 19, 2019.

*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.*

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FY19 (7/1/18-6/30/19)						
Date of Event	Event Location	Event Name	Type of Event	Estimated Event Attendance	Estimated Reach	Type of Information/Material
8/4/18	Pacifica	World Dog Surfing Championship	Public Outreach	5,000	250	Handed out the RCD's Poop Pollutes Post Cards and SMCWPP's Pet Waste Bag Dispensers
8/26/18	Moss Beach-San Vicente Watershed	Coastside Clean-up Event	Citizen Involvement	1	500	Distributed clean-up outreach flyers. Picked up 7 pounds of pet waste, 18 pounds of trash, and 10 pounds of recyclables
9/10/18	Half Moon Bay	First Flush Training	Citizen Involvement + Public Outreach	25	25	Training includes lessons about watersheds, stormwater, pollution, and WQ sampling training
9/29/18 & 9/30/18	Pacifica	Pacific Coast Fogfest	Public Outreach	6,000	500	SMCWPP Stormwater Tip Card and RCD's Poop Pollutes Post Card (50 copies of each a table)
10/13/18 & 10/14/18	Half Moon Bay	Pumpkin Festival	Public Outreach	200,000	10,000	RCD's Pet Poop Pollutes Post Cards and SMCWPP's Stormwater Tip Card
Oct 2018	Half Moon Bay	High School Sewer Science Field Trips	Public Outreach	300	300	RCD's Pet Poop Pollutes and SMCWPP's Stormwater Tip Cards
Oct-Nov 2018	Coastal San Mateo County	Local Group Engagement	Public Outreach	NA	50	Talked w/ local groups (Coastside DOG and Wavecrest Watchers) about stormwater and the importance of picking up pet waste. Groups picked up ~15 pounds of dog waste at Wavecrest and ~30 pounds of dog waste near Poplar Beach (both in Half Moon Bay)
Oct 2018-Mar 2019	Coastal San Mateo County	Wet Weather Alerts	Public Outreach	NA	10,000	Flyers, emails, and social media (Facebook, NextDoor, Instagram) about how rain can cause runoff and pollution, and the importance of picking up after your pet.
11/21/18	Montara to Half Moon Bay	First Flush Event	Citizen Involvement	14	1,000	Recruitment outreach (social media, email distribution, flyers) and WQ sampling
12/1/18	Half Moon Bay	Rain Barrel Workshop	Public Outreach	?	?	Offered RCD/NRCS technical assistance with residential stormwater management.
Jan-Feb 2019	Coastal San Mateo County	County Scoop the Poop Pledge (Online)	Public Outreach	NA	?	Emails, social media (Facebook, NextDoor, Instagram), and websites (RCD and Harbor District) about pet waste as a pollutant and the Scoop the Poop Pledge
2/25/19	Half Moon Bay	First Flush Results Presentation	Public Outreach	15	50	Watersheds, stormwater, pollution and First Flush Sampling Results
3/27/19 & 3/29/19	Half Moon Bay	Half Moon Bay High School Lessons	Public Outreach	35	35	Presented to 2 classes of AP Environmental Science students about watersheds, stormwater, pollution, and solutions

6/28/19	Coastal San Mateo County	Stormwater+Pet Waste Brochures	Public Outreach	NA	225	Distributed hard copy brochures about stormwater, bacteria pollution, and pet waste to various agency offices. Includes: <a href="http://FlowsToBay.org/petwaste">FlowsToBay.org/petwaste</a> link.
6/29/19	Montara to Half Moon Bay	Poop Pollutes Flyers	Public Outreach	NA	500	Distributed 75 flyers to local businesses Flyer includes <a href="http://FlowsToBay.org/petwaste">FlowsToBay.org/petwaste</a> link.
6/30/19	Montara and Moss Beach	Stormwater+Pet Waste Mailers	Public Outreach	NA	1,910	Hard copy mailers about stormwater, bacteria pollution, and pet waste sent to residents. Includes <a href="http://FlowsToBay.org/petwaste">FlowsToBay.org/petwaste</a> link.
4/28/19	Half Moon Bay	Snapshot Day Training	Citizen Involvement	12	12	Training includes info about watersheds, pollution, and WQ sampling training
4/28/19	Half Moon Bay	Pacific Coast Dream Machines	Public Outreach	4,000	500	Coastside One Water outreach table that included SMCWPP Stormwater Tip card, You Are the Solution to Water Pollution brochure, and the RCD's Poop Pollutes post card.
5/4/19	Pillar Point Harbor	Snapshot Day Event + Hub	Citizen Involvement +Public Outreach	25	1,500	Recruitment outreach (social media, email distribution). WQ sampling and tabling event with SMCWPP Stormwater Tip Card, Scoop the Poop Pledge and dog bag dispensers.
5/14/19	Redwood City	North Star Academy Middle School Lessons	Public Outreach	95	150	Presented to fifth graders about the water cycle, watersheds, stormwater, water quality, and local pollutants. Interactive activities included the Enviroscope watershed model, a rainfall simulation demonstration, and a soil texturing exercise. SMCWPP Stormwater Tip Cards were also distributed to each student.
5/31/19	Half Moon Bay	Sea Crest School Lessons	Public Outreach	35	50	Presented to fifth graders about watersheds, stormwater, water quality, and local pollutants.
6/9/19	La Honda	La Honda Fair and Music Festival	Public Outreach	350	40	RCD outreach table with SMCWPP Stormwater Tip card and Scoop the Poop Pledge

### Memorandum

Date: August 7, 2019  
To: Board of Directors  
From: Kellyx Nelson  
Re: Recommendation to contract with **Carson Manufacturing Co.** for Butano Creek Streamflow Improvement Project at Oku Nursery

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RCD staff recommends contracting with Carson Manufacturing Co. for \$94,138.49 to design and install a poly-liner on a 10-acre foot reservoir at Oku Nursery in Pescadero. The project goal is to improve water security for Oku Nursery and improve streamflow conditions in Butano Creek by fixing the leaking pond berms.

The Project goal is to improve instream flow conditions for sensitive species and other water users downstream as well as improve water security for Oku Flower Farms, especially in years of drought. This project is funded through Proposition 84 administered by the California Department of Water Resources Integrated Regional Water Management grant program.

A Request for Bids was distributed to three qualified firms and posted on the RCD's website on July 15, 2019. Carson Manufacturing Co. was the only firm to attend a mandatory pre-bid tour on July 21, 2019. Carson Manufacturing Co. submitted a bid in the amount of \$94,138.49

After checking references and deliberating with project partners, RCD staff recommends Carson Manufacturing Co. to complete this project because:

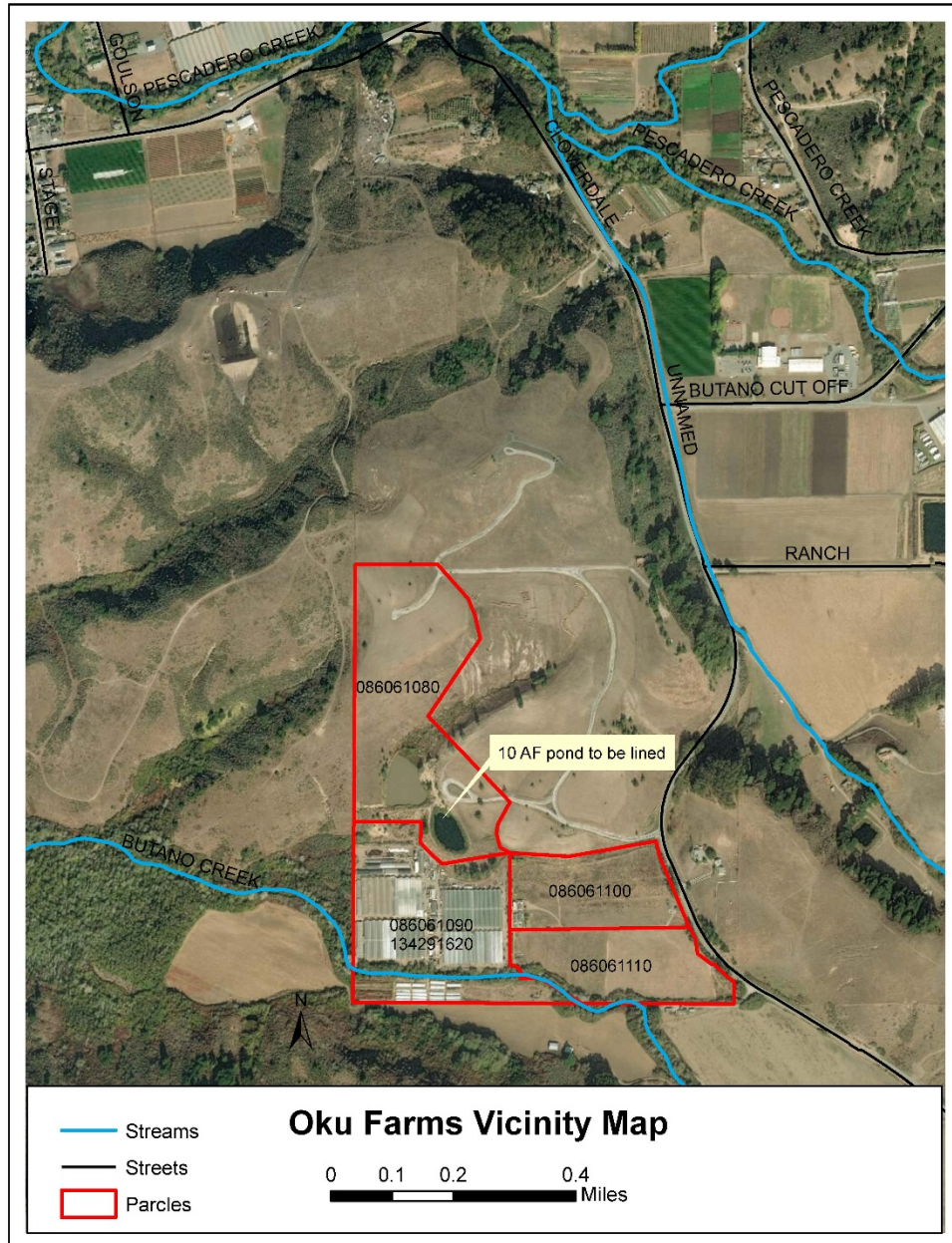
- All references gave Carson Manufacturing Co. high recommendations.
- The bid was complete and turned in on time, the proposed approach for construction was sound, and the bid amount is within the RCD's budget for the project.
- Carson Manufacturing Co. has extensive experience in lining agricultural ponds.

## Location Photos



This picture shows the 10 AF pond to be lined with a poly-liner. The black material on the edges of the pond currently is being used for vegetation management and is not lining used for waterproofing the pond berms.

## Vicinity Map





### Memorandum

Date: August 2, 2019  
To: Board of Directors  
From: Kellyx Nelson  
Re: Recommendation to contract with **TKO General Engineering and Construction Inc.** for Loma Mar Water Storage Project

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RCD staff recommends contracting with TKO General Engineering and Construction Inc. for \$162,560.00 to construct a gravel pad that will be used as a base on which to install four plastic 4,999-gallon water tanks. The Loma Mar Water Storage Project is an effort by the RCD and Loma Mar Mutual Water Company (LMMWC) to improve drinking water reliability for the community of Loma Mar.

The project goals are to improve streamflow conditions for sensitive species and other water users downstream, and improve water security for the community of Loma Mar, especially in years of drought. This project is funded through Proposition 84 administered by the California Department of Water Resources Integrated Regional Water Management grant program.




A Request for Bids was distributed to eight qualified firms and posted on the RCD's website on June 20, 2019. Two firms attended a non-mandatory pre-bid tour on July 9, 2019 and both firms submitted bids: TKO General Engineering and Construction Inc. in the amount of \$162,560.00 and Storesund Construction in the amount of \$220,333.90.

Both firms had excellent references and positive previous experiences with the RCD as well as sound approaches to the project. Staff recommends TKO General Engineering and Construction Inc. because the firm had the lowest bid and staff assessed TKO's work schedule more likely to fit within the planned completion date for the project.

## Vicinity Map

### Loma Mar Project Vicinity Map



-  Loma Mar Mutual Water Company Distribution Boundary
-  Streams
-  Streets

