

**Minutes of the Regular Meeting of the Board of Directors
September 19, 2019
3:30 pm – 6:00 pm
Location: RCD Office**

Directors present: TJ Glauthier, Jim Reynolds, Adrienne Etherton, Neal Kramer
RCD staff present: Kellyx Nelson, Amy Kaeser

1. Call to Order

Meeting was called to order at 3:57 p.m.

2. Approval of Agenda

Agenda passed unanimously.

3. Convene Closed Session

4. Adjourn Closed Session

5. Convene Open Session and Report on Closed Session

Session convened at 4:29 p.m.

Report on closed session: Discussion of personnel issues. Board and ED talked through issues. No action taken.

6. Introduction of Guests and Staff

No introductions necessary.

7. Public Comment

No public comment.

8. Consent Agenda

8.1 August 15, 2019 Draft Regular Meeting Minutes

- No minutes for approval. Item moved to October.

8.2. September 4, 2019 article in the HMB Review: “First Flush offers is annual fall science test: Training for volunteers on Sept. 10.”

- Board received into record.

9. Regular Agenda

9.3 Directors will discuss and consider approval of Fiscal Year 2019 Financial Statements.

- Glauthier led a discussion of how to communicate fluctuations in revenues due to the cycle of quarterly invoicing to grants. While income is cyclical, expenses are booked continuously. Revenues and expenses balance out over time. The fiscal year overall is typically in balance, however this year, the timing did not balance out as well.
- Etherton noted that graphs are helpful and suggested potentially tracking quarterly rather than monthly. Discussion followed if monthly invoicing shows enough detail for financial oversight and Nelson questioned if monthly tracking is required by law. Etherton added that it could reduce admin time to report quarterly. Nelson noted next quarter would be a good test. Nelson will look into legal and standards, and if permissible, determine if it's a better tool.
- There was discussion about the accountant including a narrative with the financial statements.
- Board discussed the financial statements, including the net and the deferred revenue categories.
- Reynolds moved to approve Fiscal Year 2019 Finances Statements. Kramer seconded. Motion passed unanimously.

9.4 Directors will discuss and consider approval of August 2019 Draft Financial Statements

- Discussion of draft financial statements. Glauthier noted that the bottom line reflects the timing that was discussed in the previous section and summer when larger pass through expenses are accrued. Nelson added that the RCD is owed 2.8 M while only owing 1.7 M; an indication of financial health.
- Kramer moved to approve August 2019 Draft financial Statements. Etherton seconded. Motion passed unanimously.

9.5 Board will consider contracting with Beebe's Water Systems, Inc. for Loma Mar Water Storage and Efficiency Project.

- There was discussion about the project and the proposed contractor.
- Reynolds moved to approve Beebe's Water Systems, Inc. for the Loma Mar Water Storage and Efficiency Project. Etherton seconded. Motion passed unanimously.

9.6 Board will discuss and take potential action regarding sub-award to Point Blue Conservation Science for Potrero Nuevo Farm Restoration Project.

- Nelson clarified that this is a sub award, not a contract that requires competitive bids. She noted OMB guidelines regarding working with a nonprofit, mission driven organization with unique expertise as a partner, in which there is not a need to go through a bid process.
- There was discussion about the project, partner roles, and funding source.
- Kramer asked the total expense. Nelson answered \$68,714.
- Kramer moved to approve the sub award to Point Blue Conservation Science. Etherton seconded. Motion passed unanimously.

9.1 Executive Director report

- Nelson reported on:
 - **Water Conservation, Water Security and Streamflow Enhancement**
 - The following projects are in construction:
 - Alpine Fish Passage
 - Butano Farm Pond
 - Butano Channel Reconnection
 - There was discussion about project status, challenges, strong community support, and upcoming tours.
 - Moty Klingman Pond
 - Carpy Ranch

- Loma Mar Mutual Water Company
 - Oku Pond starts Monday
 - Harley Farms electrical is scheduled to be done Monday
 - Butano Farm upland habitat restoration pilot site
- The RCD completed a large wood project at Portola Redwoods State Park
- In the spring, the RCD participated in the South Coast Garden Tour
- The Lower Pescadero Creek Restoration Plan is finishing this winter.
- **Water Quality**
 - First Flush Training was held on September 10, about a dozen participants. Some participants from previous years are interested in participating again
 - November Board meeting will be the water quality study session.
 - New TMDL in development for Half Moon Bay area. Since 2002, the beaches in Pillar Point Harbor and Venice Beach near Half Moon Bay have been considered impaired because of elevated levels of indicator bacteria. A public workshop about the TMDL and a CEQA scoping meeting, which will be held towards the end of this year, will give you an opportunity to hear more and give feedback. We will send the date and location a few weeks before the meeting. If you would like to receive announcements about important steps in the project, please subscribe to our mailing list. Follow the instructions on how to subscribe on the project website:
https://www.waterboards.ca.gov/rwqcb2/water_issues/programs/TMDLs/PPH_TMDL.html
- **Fire Resilience and Forest Health**
 - Chipper Program: in conjunction with FireSafe Council, RCD staff coordinated three chipping days. Two days in Butano Canyon and one day in El Granada and Montara.
 - Nelson noted that Denise Enear from Woodside Fire is currently coordinating this program. Landowners can limb trees and pile tree debris at the curb in a certain way for chipper to come by and chip. Chippers can either haul away or leave the chips. Chipping was identified as a key limiting factor for landowners. This is particularly for the Wildland-Urban Interface (WUI).
 - San Mateo FireSafe Council was awarded grant by CA Firesafe council and was targeting/ limited to specific communities. In process now of developing next phase which will serve the whole county with SMC money (measure K).
- **Administration**
 - FY 2018 audit is nearly done. We will then begin FY 2019 audit.
 - Glauthier noted that he had reviewed the audit and it looked good.
- **Regional and Statewide Perspectives**
 - Nelson is continuing work on regulatory efficiencies for land stewardship and restoration. Golden Gate National Parks Conservancy is funding 10% of Nelson's time to work on this with Jim Robins, a social change consultant, and a lobbyist.
 - Met with Wade Crowfoot, California Secretary for Natural Resources, and made 4 recommendations that he expressed interest in pursuing.
 - Fall Central Coast Regional Meeting. Nelson is attending.
 - October Convening of the Santa Cruz Mountain Stewardship Network at Asilomar. Director Reynolds will attend.
 - Santa Cruz Mountains Stewardship Network will host a salon on "Epic Fails" September 25 from 4-7 p.m. at Ano Nuevo. Nelson will present.

- CARCD annual conference is full with waiting list. Currently no Board members are attending; Kossy is on waitlist.

9.2 Directors Reports

- Reynolds:
 - Excited about the marsh project.
 - Wants to see the Cloverdale ponds from 2010. Biologists are studying San Francisco garter snake there. Reynolds saw the ponds 30 years ago.
 - Regarding financials, Reynolds suggests to explain how the funding cycles work.
- Kramer:
 - Interested in dredge and opportunity to see it. Being onsite brought home the scale of the projects. One of the things they saw was the tide flow.
 - Attended First Flush training, was happy to have the opportunity to go to the training.
- Etherton:
 - Went to the State Climate Action Planning Conference in San Luis Obispo.
 - Noticed RCD involvement in San Bruno Mountain projects and is interested in learning more about those. Might be able to organize volunteers for the project if needed.
 - County passed an emergency climate resolution or action; broad and vague but has goals prior to 2024.
- Glauthier:
 - Encourages someone to go to the Central Coast meeting. Hopes Barbara can make it to the annual CARCD conference.
 - Asks if Midpeninsula Regional Open Space District and the RCD are working together.
 - Nelson replied we work together a lot, have a healthy partnership, and are written into their Climate Action Plan. We do fisheries habitat restoration projects and other work with them.
 - Glauthier followed up that Midpen sent out a flyer with lots of areas that we work in, but they didn't mention the RCD or reference us or other partners.
 - Financial reporting has been discussed over several meetings.

10. Adjourn Meeting

Meeting adjourned at 5:53 p.m.

Regular Meeting of the Board of Directors

September 19, 2019

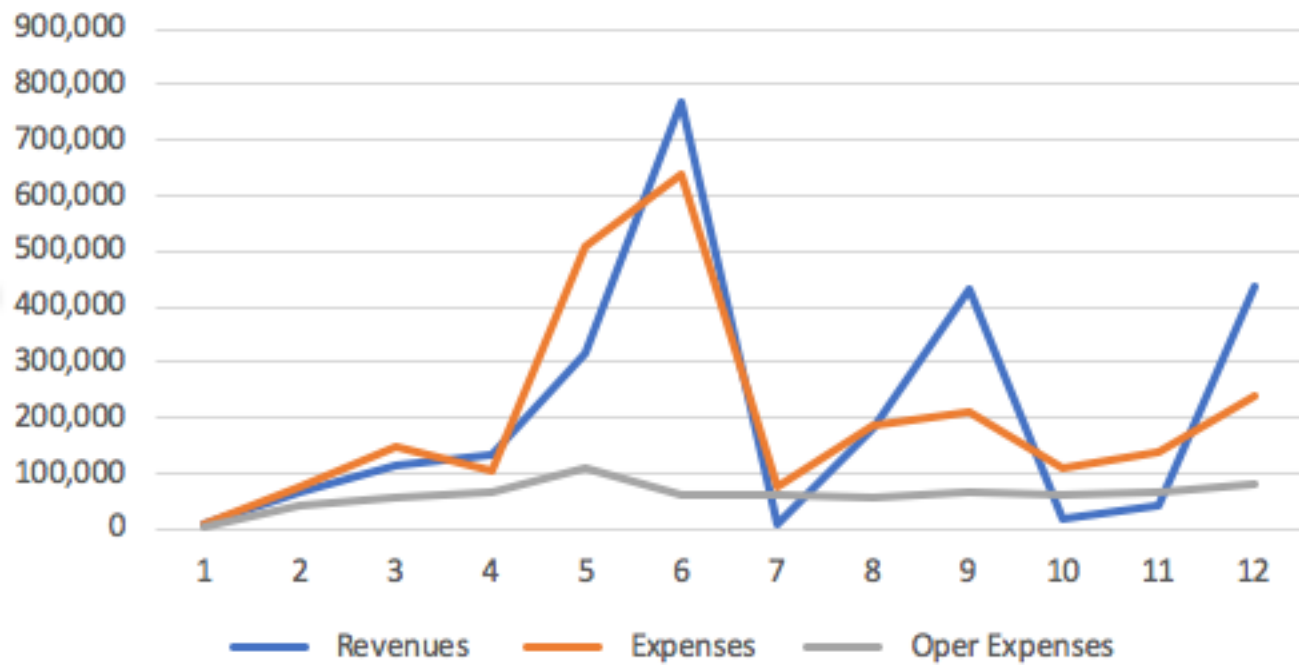
3:30 pm – 6:00 pm

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

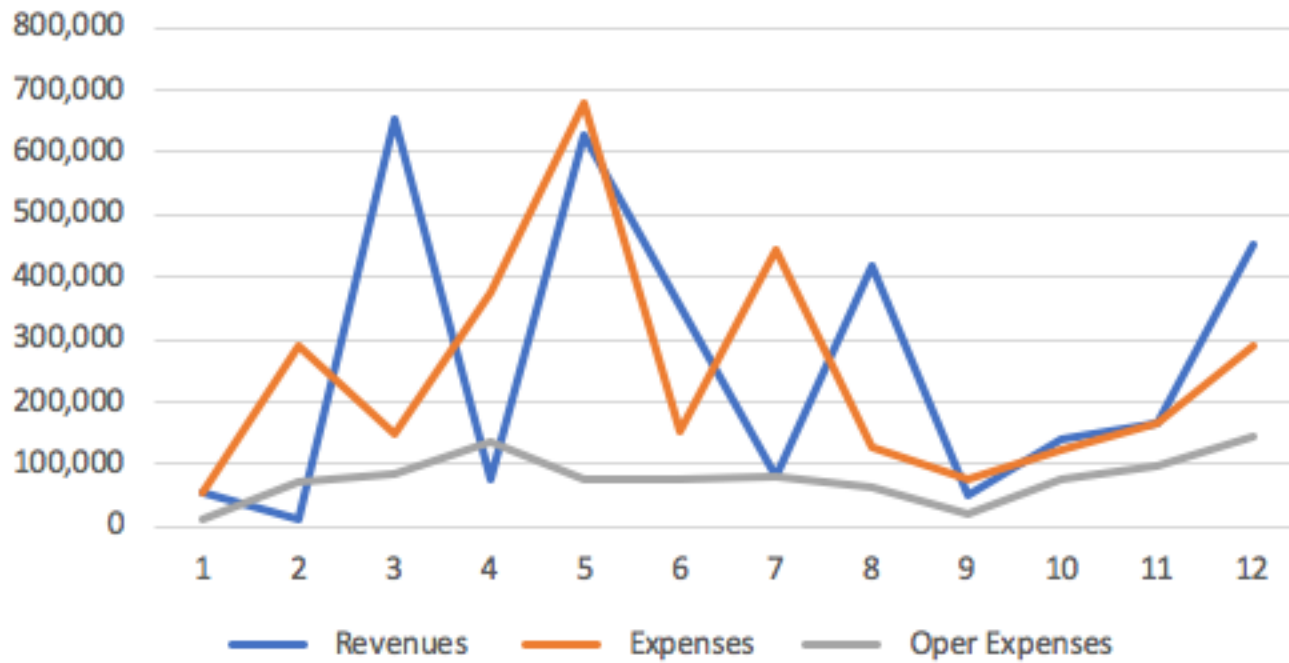
1. Call to Order
2. Approval of Agenda
3. Convene Closed Session 3.1. Discussion of Personnel Matters Pursuant to California Government Code §54957
4. Adjourn Closed Session
4:00pm
5. Convene Open Session and Report on Closed Session
6. Introduction of Guests and Staff
7. Public Comment- The Board will 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.
8. Consent Agenda The Board of Directors approves: 8.1. August 15, 2019 Draft Regular Meeting Minutes The Board of Directors receives into record: 8.2. September 4, 2019 article in the HMB Review: “First Flush offers is annual fall science test: Training for volunteers on Sept. 10.”
9. Regular Agenda 9.1. Executive Director report 9.2. Directors’ reports 9.3. Directors will discuss and consider approving Fiscal Year 2019 Financial Statements. Lead: TJ Glauthier, Finance Committee Chair 9.4. Directors will discuss and consider approving August 2019 Draft Financial Statements. Lead: TJ Glauthier, Finance Committee Chair 9.5. Board will consider contracting with Beebe’s Water Systems Inc. for Loma Mar Water Storage and Efficiency Project 9.6. Board will discuss and take potential action regarding sub-award to Point Blue Conservation Science for Potrero Nuevo Farm Restoration Project.
10. Adjourn Meeting The next Regular Meeting of the Board of Directors will be October 17, 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.

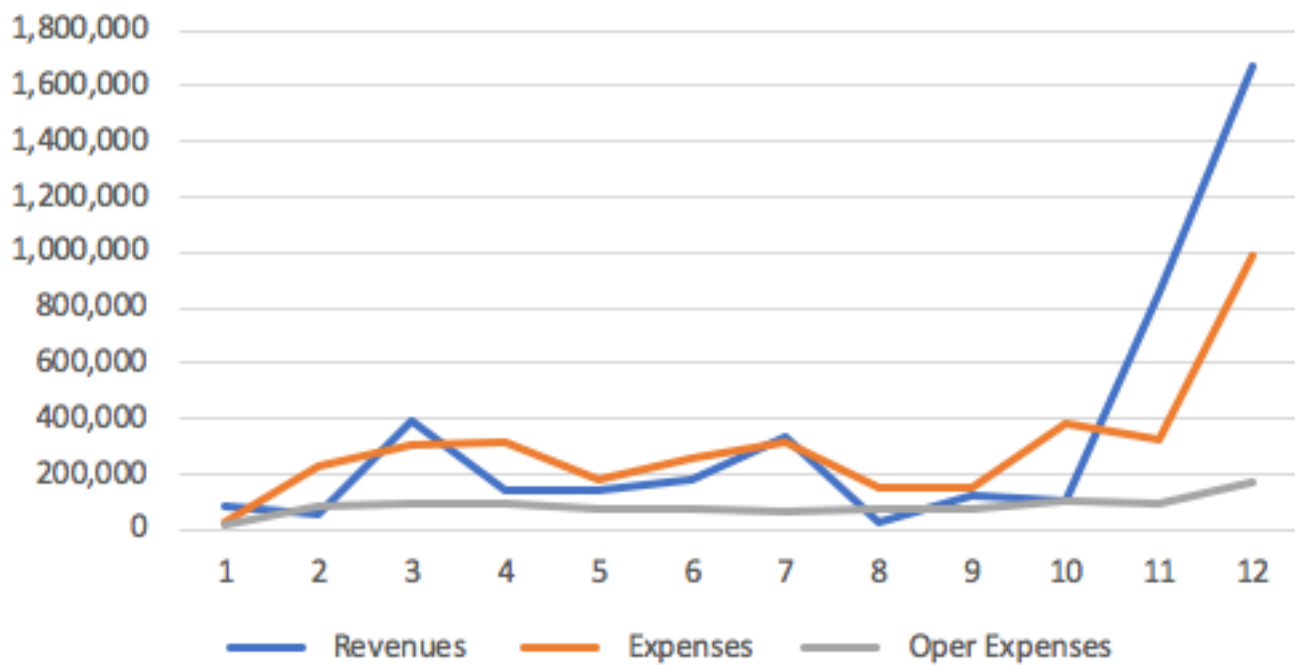
FY 2016

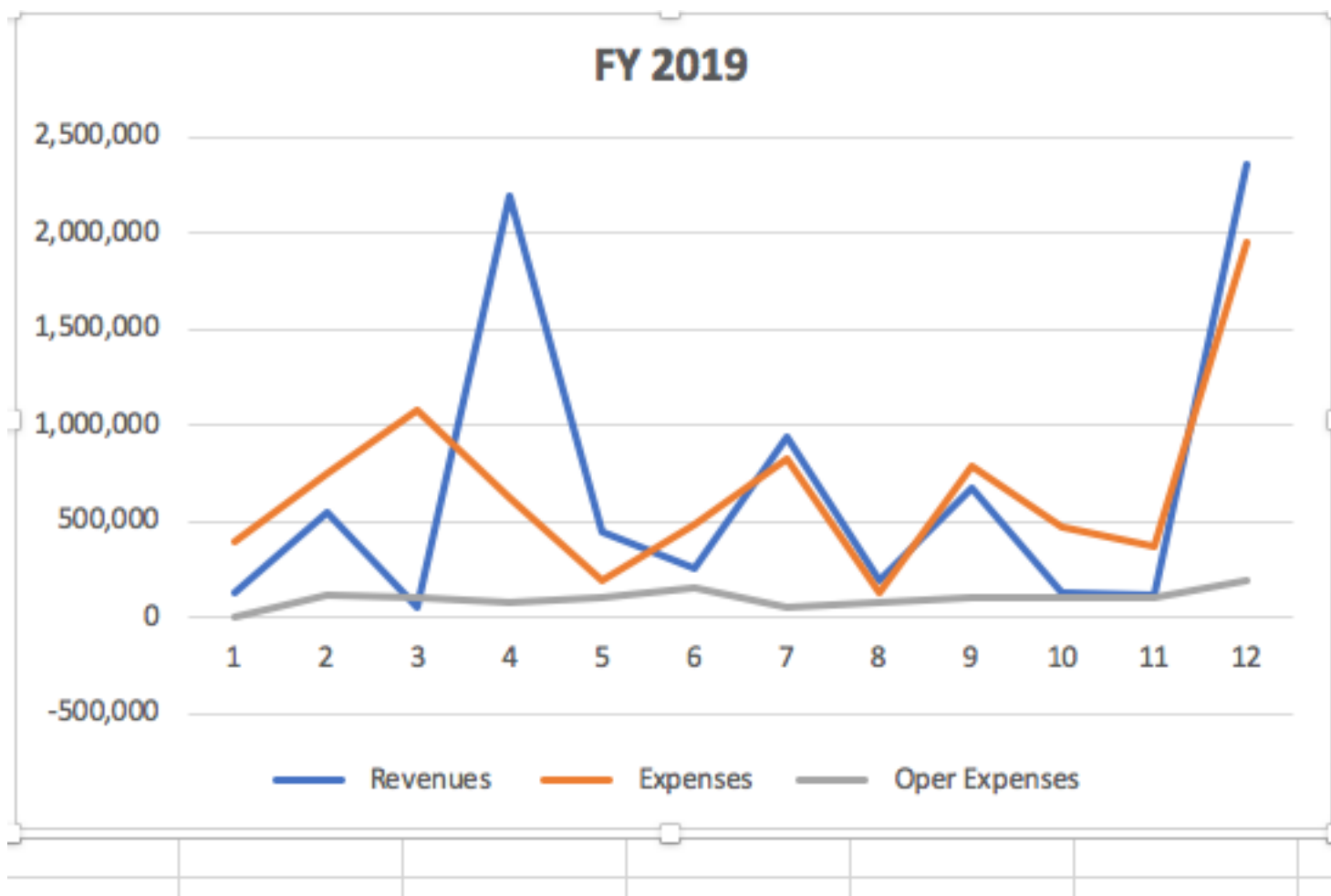


FY 2017

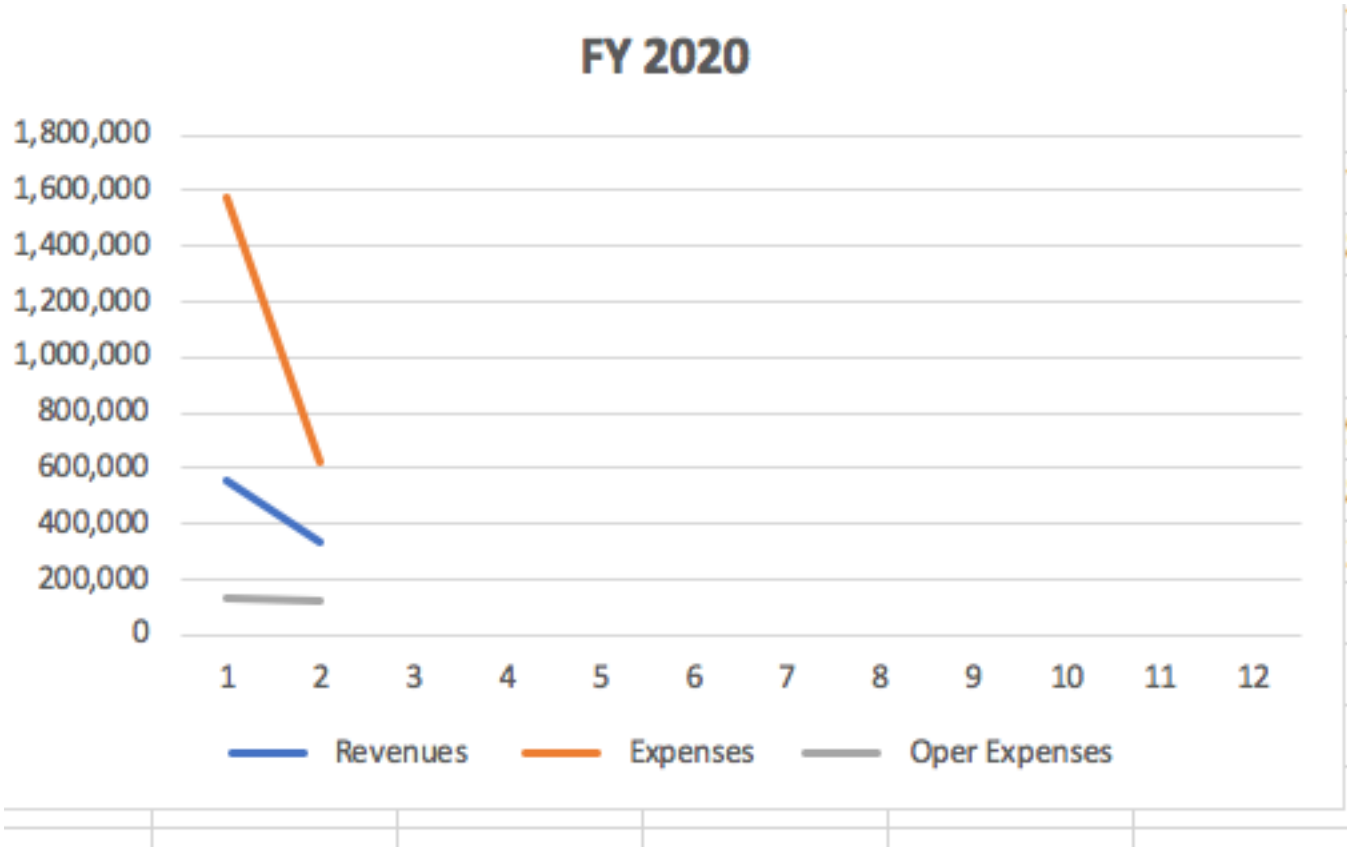


FY 2018





FY 2020



San Mateo Resource Conservation District
Balance Sheet
As of June 30, 2019

	<u>Jun 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1030 · Checking Account (5269)	1,330,981.89
1031 · Restricted State Funds (5012) (Butano Channel)	4,470.10
1032 · Operating Reserve (0202)	148,823.53
Total Checking/Savings	1,484,275.52
Accounts Receivable	
1200 · Accounts Receivable	3,844,737.70
Total Accounts Receivable	3,844,737.70
Total Current Assets	5,329,013.22
TOTAL ASSETS	<u><u>5,329,013.22</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	2,078,454.13
Total Accounts Payable	2,078,454.13
Credit Cards	
2015 · Visa - Bohlke - 0137	1,020.61
2025 · Visa - Nelson - 0145	454.53
2035 · Visa - Issel - 0129	1,350.30
Total Credit Cards	2,825.44
Other Current Liabilities	
2060 · Accrued Time Off	42,988.57
2400 · Deferred Revenue	
2405 · Bonde Weir	6,081.36
2409 · SCMSN- Regional Climate Action	49,999.00
2410 · Santa Cruz Mountain Stewardship	128,670.96
2411 · SCMSN - Atlas Project	112,352.67
2412 · SCMSN-Spotlight Stewardship	41,154.58
2413 · SCMSN-Permitting	11,252.38
2414 · POST - Rangeland Compost	10,000.00
2420 · MROSD - Driscoll Ranch	11,119.60
2421 · MROSD - Apple Orchard	14,107.50
2425 · Randtron Antenna	3,424.32
2430 · PG&E - Butano Mitigation Proj.	942,737.80
2431 · PG&E - Project Development	13,238.07
2432 · PG&E Foundation - Hedge Rows	15,000.00
2435 · Cloverdale Ponds	75,132.38
2445 · SMC Old Haul Road Phase 1	4,186.98
2450 · STATE - Butano Channel (HE-BC-STATE)	-77,118.25
2451 · SMC - Butano Channel	625,000.00
2465 · NACD - Urban Farming TA	20,592.75
2470 · SVCF - Carbon Farm Planning	12,540.07
2480 · Colma · Cemetery Sustainability	7,805.25
2490 · POST - DR Match Funds	101,472.81
Total 2400 · Deferred Revenue	2,128,750.23
Total Other Current Liabilities	2,171,738.80
Total Current Liabilities	4,253,018.37
Long Term Liabilities	
2500 · Recoverable Grants	200,000.00
Total Long Term Liabilities	200,000.00
Total Liabilities	4,453,018.37
Equity	
3500 · Net Assets	922,427.37
Net Income	-46,432.52
Total Equity	875,994.85
TOTAL LIABILITIES & EQUITY	<u><u>5,329,013.22</u></u>

San Mateo Resource Conservation District

Profit & Loss

July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>
Ordinary Income/Expense	
Income	
4010 · Contracts	7,758,626.17
4020 · Donations	
4025 · Annual Appeal Donation	16,570.07
4035 · Individual Donation	32,469.00
Total 4020 · Donations	<u>49,039.07</u>
4040 · Interest	4,129.26
4050 · SMC Contributions	
4055 · SMC Property Tax	83,489.45
4065 · SMC Operating Support	125,000.00
Total 4050 · SMC Contributions	<u>208,489.45</u>
Total Income	<u>8,020,283.95</u>
Gross Profit	<u>8,020,283.95</u>
Expense	
5100 · Personnel	995,085.10
5200 · Operating Expense	
5205 · Bank Fees	268.51
5210 · Communications	6,058.59
5215 · Dues-Membership-Subscriptions	7,599.00
5220 · Equipment	6,579.17
5230 · Insurance	6,684.55
5235 · Office Supplies	7,751.36
5240 · Rent	57,724.60
Total 5200 · Operating Expense	<u>92,665.78</u>
5300 · Program Expenses	
5310 · Project Implementation	6,887,365.71
Total 5300 · Program Expenses	<u>6,887,365.71</u>
6750 · Professional Development	4,412.29
6775 · Software	2,357.95
6950 · Travel-Meals-Meetings	6,874.95
7200 · Organizational	77,954.69
Total Expense	<u>8,066,716.47</u>
Net Ordinary Income	<u>-46,432.52</u>
Net Income	<u><u>-46,432.52</u></u>

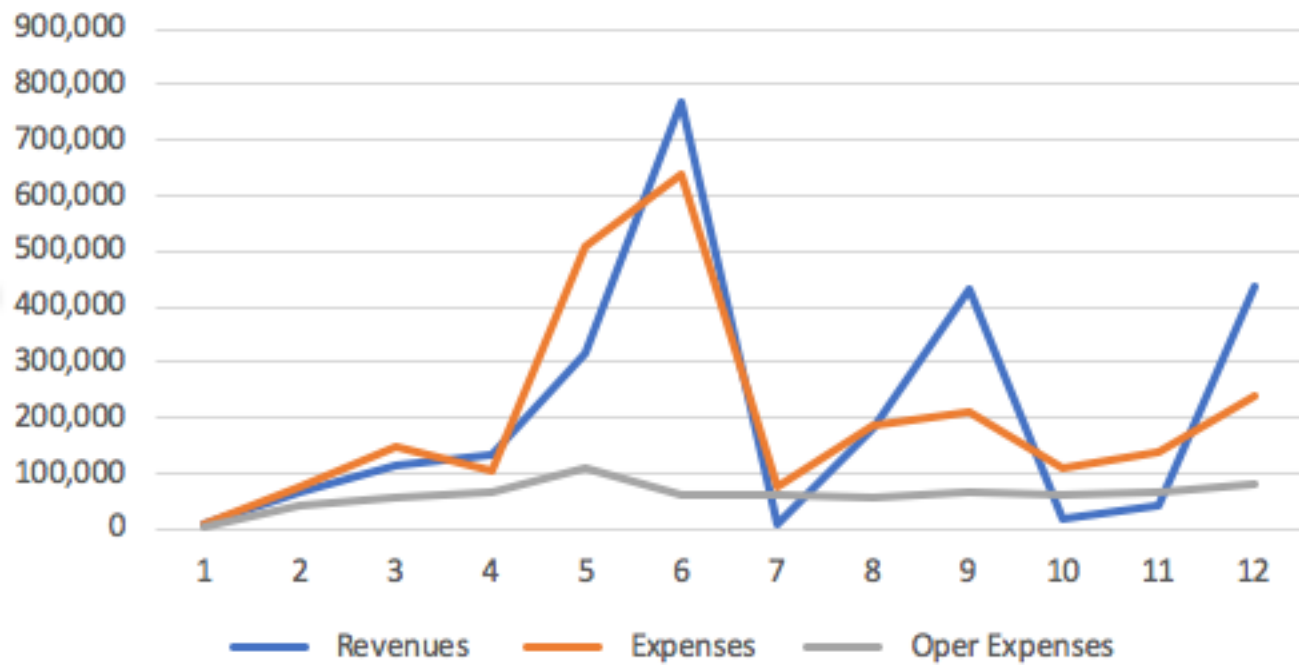
San Mateo Resource Conservation District

Profit & Loss

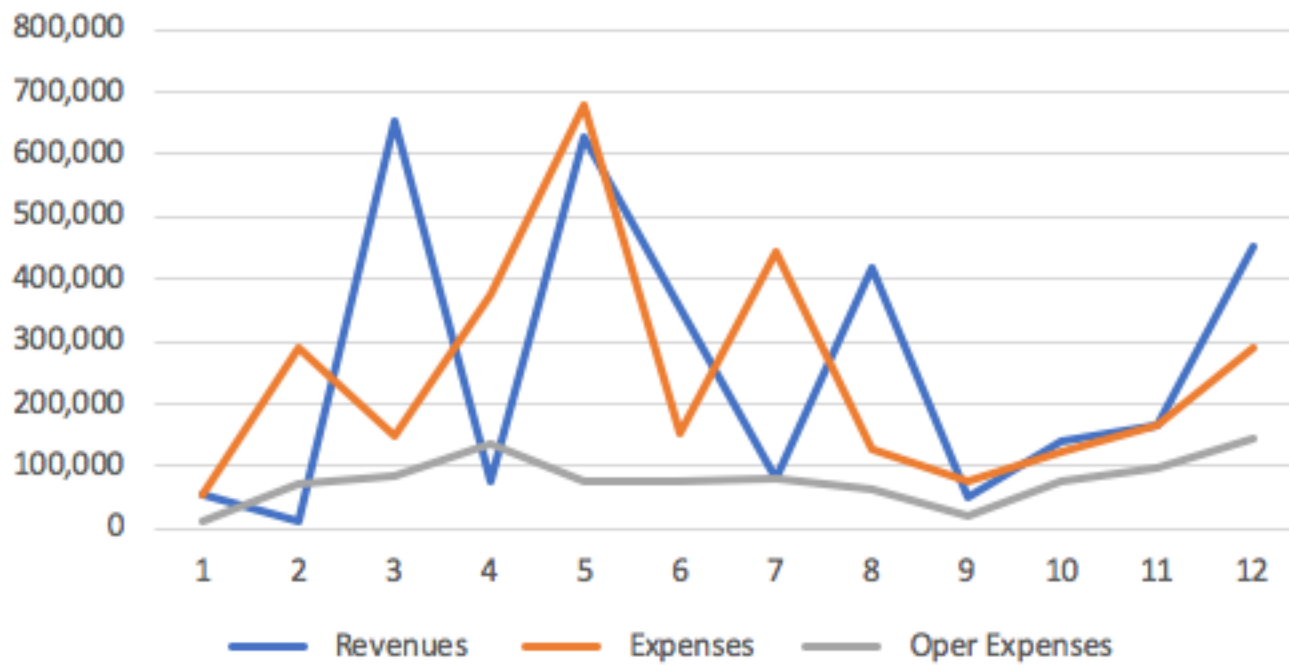
July 2018 through June 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	TOTAL
Ordinary Income/Expense													
Income													
4010 · Contracts	49,512.39	542,700.25	52,999.88	2,190,634.87	437,084.68	210,835.40	873,735.42	193,089.99	664,113.27	87,756.81	103,714.13	2,352,449.08	7,758,626.17
4020 · Donations													
4025 · Annual Appeal Donation	0.00	0.00	0.00	0.00	200.00	13,990.07	1,580.00	800.00	0.00	0.00	0.00	0.00	16,570.07
4035 · Individual Donation	11,250.00	0.00	14.00	200.00	0.00	1,000.00	0.00	0.00	0.00	20,000.00	0.00	5.00	32,469.00
Total 4020 · Donations	11,250.00	0.00	14.00	200.00	200.00	14,990.07	1,580.00	800.00	0.00	20,000.00	0.00	5.00	49,039.07
4040 · Interest	212.52	224.77	220.45	201.41	185.53	163.22	164.74	138.28	327.61	128.37	132.29	2,030.07	4,129.26
4050 · SMC Contributions													
4055 · SMC Property Tax	185.30	152.78	54.55	43.72	6,151.00	30,628.09	7,462.55	4,515.60	3,887.73	19,177.90	9,293.54	1,936.69	83,489.45
4065 · SMC Operating Support	62,500.00	0.00	0.00	0.00	0.00	0.00	62,500.00	0.00	0.00	0.00	0.00	0.00	125,000.00
Total 4050 · SMC Contributions	62,685.30	152.78	54.55	43.72	6,151.00	30,628.09	69,962.55	4,515.60	3,887.73	19,177.90	9,293.54	1,936.69	208,489.45
Total Income	123,660.21	543,077.80	53,288.88	2,191,080.00	443,621.21	256,616.78	945,442.71	198,543.87	668,328.61	127,063.08	113,139.96	2,356,420.84	8,020,283.95
Gross Profit	123,660.21	543,077.80	53,288.88	2,191,080.00	443,621.21	256,616.78	945,442.71	198,543.87	668,328.61	127,063.08	113,139.96	2,356,420.84	8,020,283.95
Expense													
5100 · Personnel	-21,056.85	94,136.41	87,832.69	71,942.53	88,871.50	153,080.57	32,544.96	75,625.22	81,969.59	88,519.25	76,099.74	165,519.49	995,085.10
5200 · Operating Expense													
5205 · Bank Fees	0.00	0.00	0.00	0.00	0.00	234.51	0.00	0.00	0.00	0.00	34.00	0.00	268.51
5210 · Communications	390.16	501.70	470.47	91.91	743.83	2,861.59	59.60	149.17	302.87	191.77	223.26	72.26	6,058.59
5215 · Dues-Membership-Subscriptions	0.00	0.00	0.00	1,044.00	0.00	0.00	0.00	80.00	2,450.00	25.00	0.00	4,000.00	7,599.00
5220 · Equipment	0.00	0.00	2,876.00	0.00	0.00	32.12	1,690.67	40.70	0.00	652.43	1,287.25	0.00	6,579.17
5230 · Insurance	0.00	71.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,560.06	53.35	6,684.55
5235 · Office Supplies	0.00	0.00	12.17	35.91	626.29	0.00	0.00	68.51	1,232.08	2,808.76	660.64	2,307.00	7,751.36
5240 · Rent	5,921.40	8,542.80	0.00	0.00	8,542.80	0.00	8,542.80	0.00	8,542.80	0.00	8,542.80	9,089.20	57,724.60
Total 5200 · Operating Expense	6,311.56	9,115.64	3,358.64	1,171.82	9,912.92	3,128.22	10,293.07	338.38	12,527.75	3,677.96	17,308.01	15,521.81	92,665.78
5300 · Program Expenses													
5310 · Project Implementation	402,032.92	629,751.65	983,926.02	539,650.77	85,908.25	327,846.99	776,220.46	56,180.03	684,435.62	366,330.38	267,314.97	1,767,767.65	6,887,365.71
Total 5300 · Program Expenses	402,032.92	629,751.65	983,926.02	539,650.77	85,908.25	327,846.99	776,220.46	56,180.03	684,435.62	366,330.38	267,314.97	1,767,767.65	6,887,365.71
6750 · Professional Development	600.00	2,503.00	345.00	0.00	0.00	200.00	350.00	0.00	365.00	27.37	0.00	21.92	4,412.29
6775 · Software	230.00	230.00	200.00	116.96	30.00	1,411.32	0.00	30.00	0.00	60.00	49.67	0.00	2,357.95
6950 · Travel-Meals-Meetings	0.00	0.00	1,392.30	1,693.81	2,108.26	29.04	43.37	663.97	-88.42	408.50	334.64	289.48	6,874.95
7200 · Organizational	11,813.30	10,146.68	7,359.60	3,028.78	943.57	1,582.01	6,455.22	1,411.94	4,458.56	13,863.92	9,134.43	7,756.68	77,954.69
Total Expense	399,930.93	745,883.38	1,084,414.25	617,604.67	187,774.50	487,278.15	825,907.08	134,249.54	783,668.10	472,887.38	370,241.46	1,956,877.03	8,066,716.47
Net Ordinary Income	-276,270.72	-202,805.58	-1,031,125.37	1,573,475.33	255,846.71	-230,661.37	119,535.63	64,294.33	-115,339.49	-345,824.30	-257,101.50	399,543.81	-46,432.52
Net Income	-276,270.72	-202,805.58	-1,031,125.37	1,573,475.33	255,846.71	-230,661.37	119,535.63	64,294.33	-115,339.49	-345,824.30	-257,101.50	399,543.81	-46,432.52

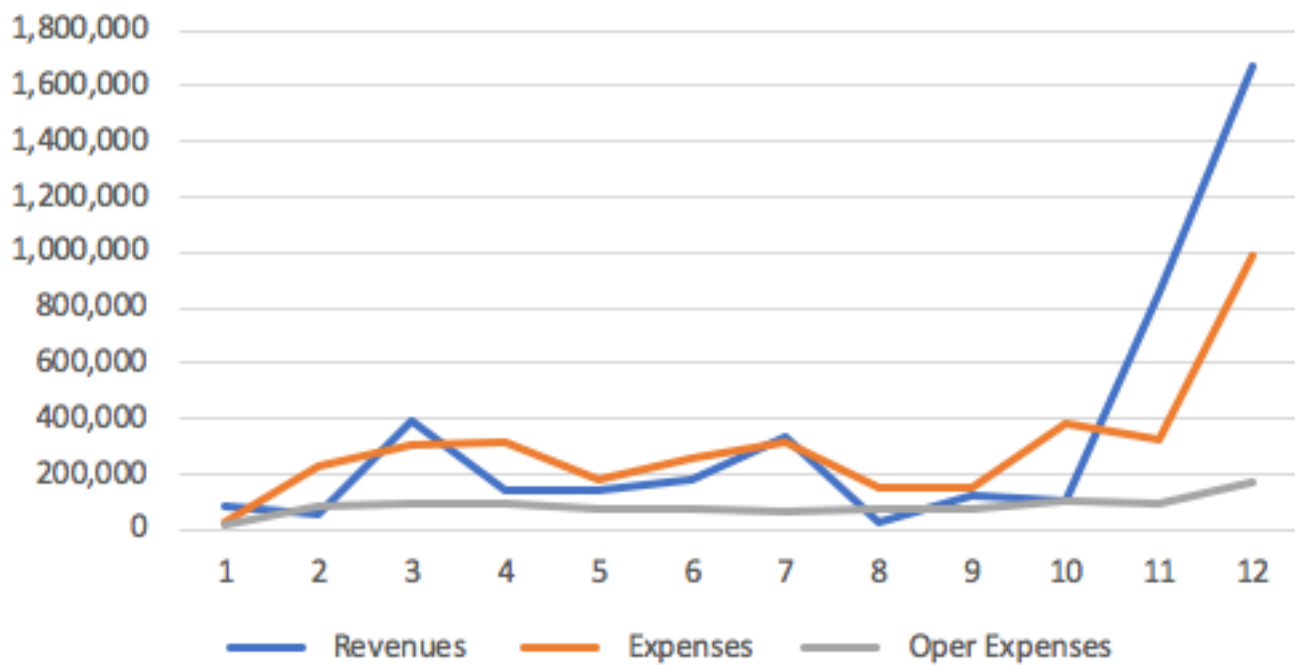
FY 2016

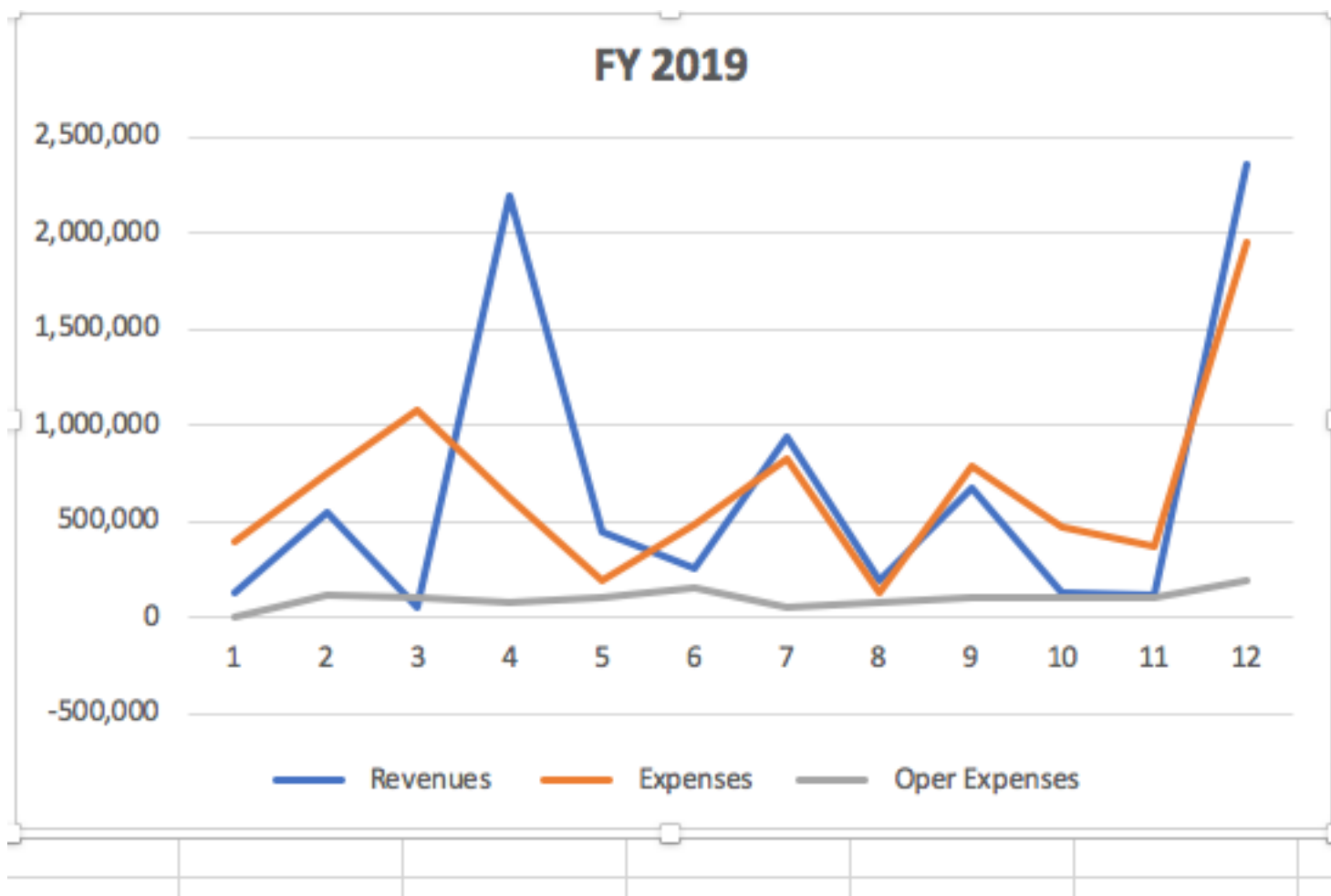


FY 2017

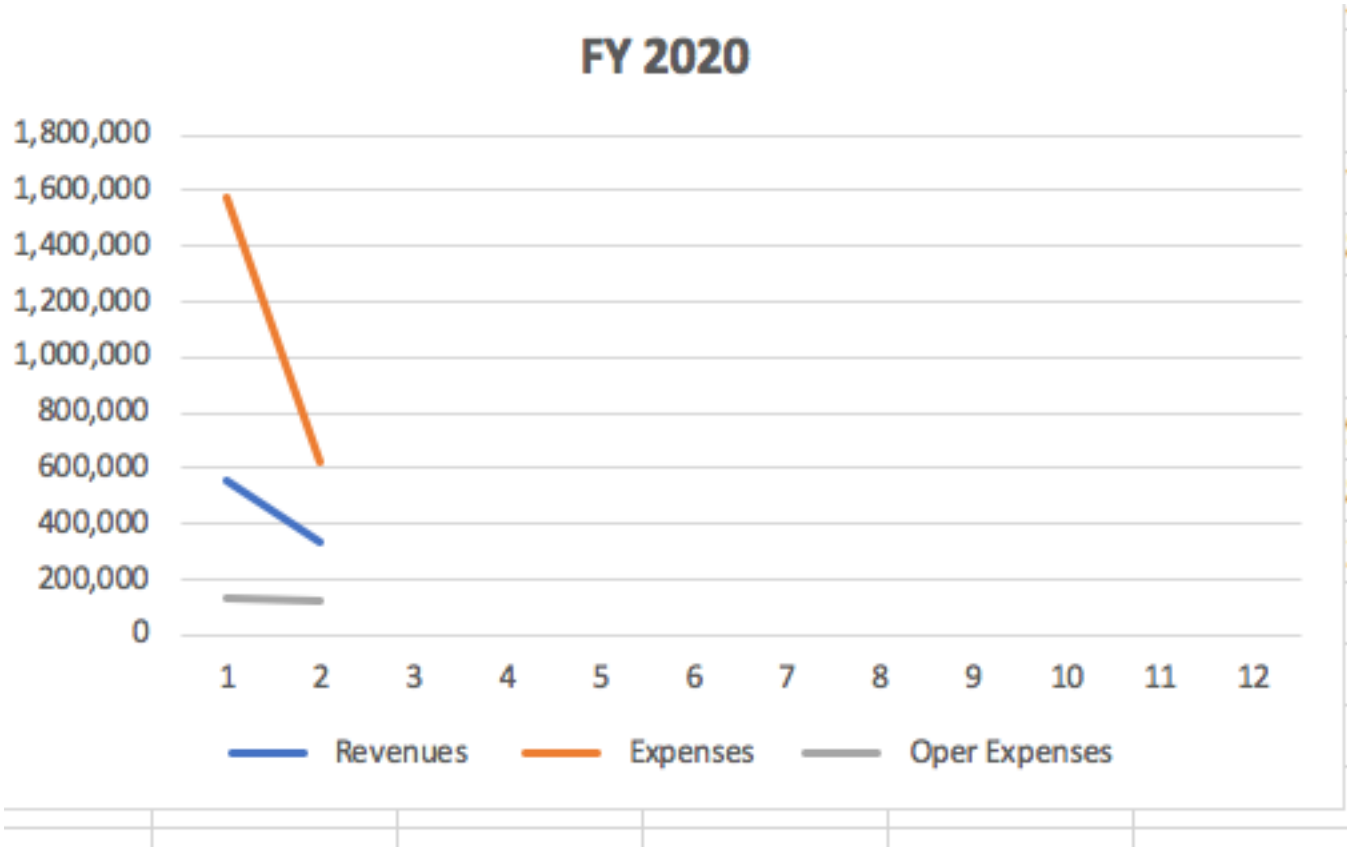


FY 2018





FY 2020



San Mateo Resource Conservation District
Balance Sheet
As of August 31, 2019

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1030 - Checking Account (5269)	2,168,812.96
1031 - Restricted State Funds (5012) (Butano Channel)	2,369,813.76
1032 - Operating Reserve (0202)	148,861.45
Total Checking/Savings	<u>4,687,488.17</u>
Accounts Receivable	
1200 - Accounts Receivable	2,800,546.63
Total Accounts Receivable	<u>2,800,546.63</u>
Total Current Assets	<u>7,488,034.80</u>
TOTAL ASSETS	<u><u>7,488,034.80</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	1,766,434.67
Total Accounts Payable	<u>1,766,434.67</u>
Other Current Liabilities	
2045 - Accrued Payroll	106,930.24
2060 - Accrued Time Off	49,726.46
2400 - Deferred Revenue	
2405 - Bonde Weir	6,081.36
2409 - SCMSN- Regional Climate Action	49,999.00
2410 - Santa Cruz Mountain Stewardship	220,470.96
2411 - SCMSN - Atlas Project	112,352.67
2412 - SCMSN-Spotlight Stewardship	41,154.58
2413 - SCMSN-Permitting	11,252.38
2414 - POST - Rangeland Compost	10,000.00
2415 - SAM First Flush	20,000.00
2420 - MROSD - Driscoll Ranch	11,119.60
2421 - MROSD - Apple Orchard	14,107.50
2425 - Randtron Antenna	3,424.32
2430 - PG&E - Butano Mitigation Proj.	942,737.80
2431 - PG&E - Project Development	13,238.07
2432 - PG&E Foundation - Hedge Rows	15,000.00
2434 - PG&E - San Bruno Mountain	182,162.00
2435 - Cloverdale Ponds	75,132.38
2445 - SMC Old Haul Road Phase 1	4,186.98
2450 - STATE - Butano Channel (HE-BC-STATE)	3,305,855.75
2451 - SMC - Butano Channel	625,000.00
2465 - NACD - Urban Farming TA	20,592.75
2470 - SVCF - Carbon Farm Planning	12,540.07
2480 - Colma - Cemetery Sustainability	7,805.25
2490 - POST - DR Match Funds	101,472.81

San Mateo Resource Conservation District

Balance Sheet

As of August 31, 2019

	Aug 31, 19
Total 2400 - Deferred Revenue	5,805,686.23
Total Other Current Liabilities	5,962,342.93
Total Current Liabilities	7,728,777.60
Long Term Liabilities	
2500 - Recoverable Grants	200,000.00
2600 - Deferred Rentention (>1yr)	195,681.29
Total Long Term Liabilities	395,681.29
Total Liabilities	8,124,458.89
Equity	
3500 - Net Assets	680,373.06
Net Income	-1,316,797.15
Total Equity	-636,424.09
TOTAL LIABILITIES & EQUITY	7,488,034.80

San Mateo Resource Conservation District

Profit & Loss

July through August 2019

	<u>Jul - Aug 19</u>
Ordinary Income/Expense	
Income	
4010 • Contracts	862,899.34
4020 • Donations	
4030 • General Support Donations	15,500.00
4035 • Individual Donation	365.30
Total 4020 • Donations	<u>15,865.30</u>
4040 • Interest	1,305.05
4050 • SMC Contributions	
4055 • SMC Property Tax	3,662.88
Total 4050 • SMC Contributions	<u>3,662.88</u>
Total Income	<u>883,732.57</u>
Gross Profit	883,732.57
Expense	
5100 • Personnel	
5110 • Salary	201,606.08
5120 • Benefits	42,196.15
Total 5100 • Personnel	<u>243,802.23</u>
5200 • Operating Expense	
5205 • Bank Fees	213.31
5210 • Communications	1,526.71
5220 • Equipment	966.32
5225 • Information Technology	1,045.98
5235 • Office Supplies	54.68
5240 • Rent	460.00
5245 • Accounting Services	1,797.50
5265 • Discretionary ()	51.50
5270 • Prof. Development & Meetings	1,269.08
Total 5200 • Operating Expense	<u>7,385.08</u>
5300 • Program Expenses	
5310 • Project Implementation	1,949,342.41
Total 5300 • Program Expenses	<u>1,949,342.41</u>
Total Expense	<u>2,200,529.72</u>
Net Ordinary Income	<u>-1,316,797.15</u>
Net Income	<u><u>-1,316,797.15</u></u>

San Mateo Resource Conservation District

Profit & Loss

July through August 2019

	Jul 19	Aug 19	TOTAL
Ordinary Income/Expense			
Income			
4010 • Contracts	544,601.63	318,297.71	862,899.34
4020 • Donations			
4030 • General Support Donations	5,500.00	10,000.00	15,500.00
4035 • Individual Donation	0.00	365.30	365.30
Total 4020 • Donations	5,500.00	10,365.30	15,865.30
4040 • Interest	661.85	643.20	1,305.05
4050 • SMC Contributions			
4055 • SMC Property Tax	294.49	3,368.39	3,662.88
Total 4050 • SMC Contributions	294.49	3,368.39	3,662.88
Total Income	551,057.97	332,674.60	883,732.57
Gross Profit	551,057.97	332,674.60	883,732.57
Expense			
5100 • Personnel			
5110 • Salary	102,353.76	99,252.32	201,606.08
5120 • Benefits	25,409.19	16,786.96	42,196.15
Total 5100 • Personnel	127,762.95	116,039.28	243,802.23
5200 • Operating Expense			
5205 • Bank Fees	0.00	213.31	213.31
5210 • Communications	984.05	542.66	1,526.71
5220 • Equipment	0.00	966.32	966.32
5225 • Information Technology	980.94	65.04	1,045.98
5235 • Office Supplies	54.68	0.00	54.68
5240 • Rent	230.00	230.00	460.00
5245 • Accounting Services	1,797.50	0.00	1,797.50
5265 • Discretionary ()	0.00	51.50	51.50
5270 • Prof. Development & Meetings	682.71	586.37	1,269.08
Total 5200 • Operating Expense	4,729.88	2,655.20	7,385.08
5300 • Program Expenses			
5310 • Project Implementation	1,444,812.15	504,530.26	1,949,342.41
Total 5300 • Program Expenses	1,444,812.15	504,530.26	1,949,342.41
Total Expense	1,577,304.98	623,224.74	2,200,529.72
Net Ordinary Income	-1,026,247.01	-290,550.14	-1,316,797.15
Net Income	-1,026,247.01	-290,550.14	-1,316,797.15

Memorandum

Date: September 11, 2019
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to Contract with Beebe's Water Systems Inc. for Loma Mar Water Storage and Efficiency Project

The goal of the Loma Mar Water Storage and Efficiency Project is to improve streamflow conditions in Pescadero Creek for sensitive species and improve water security for the community of Loma Mar, especially in years of drought. The project will install four new 5,000-gallon water tanks and associated piping infrastructure as well as install and program the new treated water control system.

RCD staff recommends sole source contracting with Beebe's Water Systems Inc. for the amount of \$105,321 for the installation of new water supply piping infrastructure and a remote treated water control system. The control system will be used to track and regulate treated water usage and water quality for the Loma Mar Mutual Water and Improvement Companies (LMMWC) domestic water storage facilities. Beebe's Water Systems Inc. scope of work includes connecting four new 5,000-gallon water tanks (to be installed by TKO Construction) to the current Loma Mar domestic water distribution pipelines, installation and programming the treated water control system, and installation of a battery bank that will be used as an emergency power back up in case power fails at the site.

The *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy* adopted by this Board of Directors on March 20, 2014 requires solicitation of formal advertised bids for expenditures exceeding \$50,000. The policy allows exceptions to standard purchasing procedures in some circumstances, including when "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." Staff believes that the work proposed to be sole sourced to Beebe's Water Systems Inc. meets this criterion, for the following reasons:

- Beebe's Water System Inc. operates the LMMWC water system. LMMWC does not have paid staff to oversee, test and operate the water system and instead contracts with Beebe's Water Systems Inc. to perform these duties. As such, they are uniquely qualified

to conduct installation of the tank piping and control system and to maintain a cost effective system consistency for long-term maintain of the system.

- The RCD is required to ensure that LMMWC can maintain the grant funded improvements for a minimum of 20 years. As such, Beebe's Water System Inc. is uniquely knowledgeable in how to make sure the new system to be installed will work with the remaining parts of the system.
- Beebe's Water System Inc. has a unique understanding of the LMMWC water system and regulations from the State Water Board which no other water system experts have. This knowledge will ensure that the new system will meet all regulatory requirements.
- Beebe's Water System Inc. has been operating the Loma Mar water system since 2013 and provided critical design considerations for the operation of the treated water control system. These designs are unique to this particular installation and must be custom fabricated.

Memorandum

Date: August 8, 2019
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to Contract with **Point Blue Conservation Science** for Potrero Nuevo Farm Restoration Project

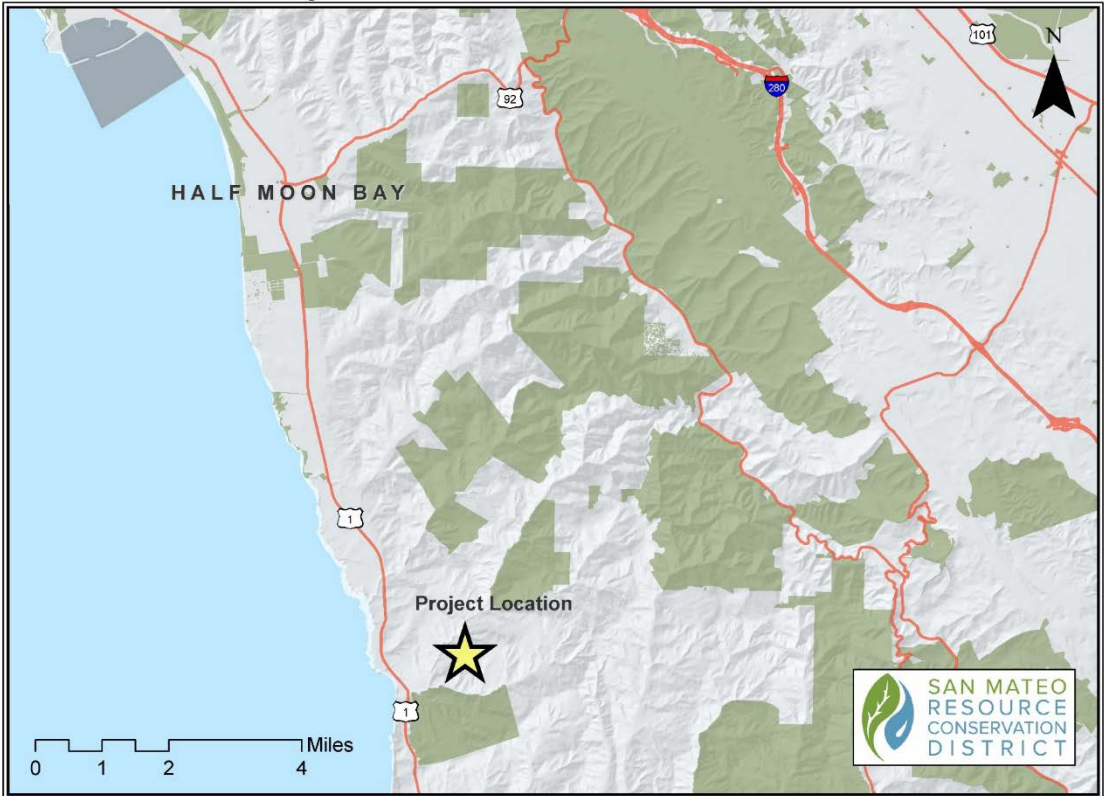
RCD staff recommends contracting with Point Blue Conservation Science (Point Blue) for \$68,714 to implement a habitat restoration project within Tunitas Creek watershed. Point Blue's scope of work includes coordination of volunteer Coastside San Mateo students, teachers, and community members for project implementation and monitoring. The scope of work also involves partnership in site preparation, project installation, and maintenance.

The Potrero Nuevo Farm Restoration Project will increase wildlife habitat by integrating volunteer students and teachers in planting almost an acre of native trees and shrubs surrounding rangeland ponds. This project not only meets the mitigation criteria for its funder, PG&E, but improves habitat near a pond for wildlife and provides education to local schools.

The *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy* adopted by this Board of Directors on March 20, 2014 requires solicitation of formal advertised bids for expenditures exceeding \$50,000. The policy allows exceptions to standard purchasing procedures in some circumstances, including when "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." The Staff recommends the work proposed to be sole sourced to Point Blue meets this criterion based on:

- The RCD partnering and collaborating with Point Blue's on:
 - project identification and development,
 - identifying and applying to funding opportunities,
 - and planned collaboration in project implementation,

Location Map



Location Photos



Appendix A: Procurement Policy

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 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.



Potential Actions for the California Secretary for Natural Resources to Reduce Regulatory Barriers to Land Stewardship

September 9, 2019

The California Landscape Stewardship Network published *Shifting the Regulatory Paradigm Toward Bold Immediate Action for a Resilient California* (2019) to catalyze conversations and strategies for bold, immediate action to restore and manage California's natural resources at a pace and scale needed to address threats of climate change, drought, wildfire, species extinction, and more. The Network's Permitting and Compliance Working Group, which created the white paper, has identified steps to reduce regulatory barriers to proactive stewardship of California's lands. This paper briefly describes four potential actions that the California Secretary of Natural Resources might take to help California to achieve essential conservation.

1. Clarify CEQA Categorical Exemptions for Habitat Restoration

In 2004, Section 15333 was added to the California Environmental Quality Act (CEQA), creating the Categorical Exemption for Small Scale Habitat Restoration.¹ It provided proof of concept and momentum for regulatory streamlining for habitat restoration, and has been pivotal in increasing efficiencies for implementing small habitat restoration projects throughout the state. However, lack of clarity about language in the exemption and perceived risk about legal vulnerability, public perception, and natural resource protection has led to different interpretations and underutilization of this tool.

2. Increase or Remove Limits on Size of Habitat Restoration Projects

The Habitat Restoration Enhancement Act (HREA) of 2014 addresses a suite of efficiencies related to permitting restoration projects through the California Department of Fish and Wildlife (CDFW). To qualify, projects must meet the criteria of the State Water Resources Control Board's Order for Clean Water Act Section 401 General Water Quality Certification for Small Habitat Restoration Projects. Based on the CEQA Categorical Exemption, which limits projects to 5 acres in size, the Order further restricts eligible projects to a maximum of 500 linear feet. This results in underutilization of the permit or incentivizing smaller projects. The General Order was amended in 2012 and 2013 and is currently going through another amendment process. If the 500 linear foot limit is increased or removed in the Order, HREA will automatically incorporate the larger limits, further incentivizing larger scale habitat restoration.

¹ This was the first major recommendation to be implemented from the 2002 *Removing Barriers to Restoration; Report of the Task Force to the Secretary of Natural Resources*. The report has resulted in real progress at state and federal levels, creating new permit mechanisms to expedite small restoration projects, with varying degrees of success.

There is another opportunity in CDFW's Fisheries Restoration Grant Program (FRGP), arguably the most significant program in California to recover populations of threatened and endangered fish such as Coho salmon, Chinook salmon, and steelhead trout. FRGP conducts CEQA and secures some programmatic permits for grant recipients, removing significant hurdles to implement projects. CDFW is currently renewing some of these permits, providing a timely opportunity to incentivize bigger, bolder restoration actions by (1) removing or expanding the limits on the size of restoration projects eligible for permit streamlining, and (2) enabling restoration practitioners who are not grant recipients to utilize permit streamlining, as CDFW used to do. This would increase the scope and value of CDFW's efforts to enable more restoration.

3. Clarify Whether Fully Protected Species are Included in HREA

In the 1960s, before federal or state endangered species acts, California created "Fully Protected" legal protections for animals that were rare or faced possible extinction. CDFW administers the designation via the Fish and Game Code, which does not allow issuance of permits for take of the listed species. There is lack of clarity and consensus about whether Fully Protected species are included in the HREA legislation, which is intended to expedite permitting for projects that aid in the recovery of sensitive species.

4. Help Permit Efficiency Programs Function as Intended

Shifting the Regulatory Paradigm Toward Bold Immediate Action for a Resilient California found that there have been many significant advances in permitting efficiencies over the last 15 years. Some of these advances may need interventions to ensure that they continue to function as intended. Permit streamlining efforts may not work as intended when no entity is responsible to ensure its continued success, or when the process becomes overly complicated and restrictive contrary to its original intent.