

Regular Meeting of the Board of Directors**April 16, 2020****4:00 pm – 6:00 pm****via Zoom teleconference**

If you are using a computer to join the meeting please click [this link](#)¹. A computer video camera is not required to participate. If you do not have access to a computer or internet during this meeting, or if your computer does not have audio, you can call in by phone: (669) 900-6833 and enter the meeting ID 905 691 536 when prompted. If participating by phone only, you will not be able to see presentations or other participants. The teleconference will begin 10 minutes before the meeting is scheduled to begin for those who may need assistance or orientation to the technology.

1. Call to Order
2. Approval of Agenda
3. Introduction of Guests and Staff
4. 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.
5. Consent Agenda The Board of Directors approves: 5.1. March 26, 2019 Draft Regular Meeting Minutes The Board of Directors receives into record: 5.2. April 10, 2020 CARCD Weekly Digest article, <i>Cutting Green Tape: San Mateo RCD Collaborates to Shift the Regulatory Paradigm</i> 5.3. March 25, 2020 letter to Congresswoman Speier, Senator Feinstein, and Senator Harris regarding economic impact of Coronavirus on local government services and employees. 5.4. April 7, 2020 letter to Congresswoman Speier, Senator Feinstein, and Senator Harris from TJ Glauthier on behalf of San Mateo Resource Conservation District to consider the needs of independent special districts in the impending fourth COVID-19 pandemic relief bill. 5.5. April 6, 2020 budget update from California legislature
6. Regular Agenda 6.1. The Board will consider adopting Fiscal Year 2020 Draft Third Quarter Financial Statements. 6.2. Reports about COVID-19 planning and response 6.3. Directors' reports 6.4. NRCS report 6.5. Presentation about the RCD's climate and agriculture programs by Adria Arko, Climate and Agriculture Programs Manager & Agricultural Ombudsman. 6.6. Diversity, Equity and Inclusion 1.3. Discussion about whether to include as a standing agenda item 2.3. Discussion about whether to begin meetings with land acknowledgement
7. Adjourn Meeting The next Regular Meeting of the Board of Directors will be May 21, 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.

¹ <https://zoom.us/j/905691536?pwd=Y2RNSXE3dmh6Q2I1QjdyUjNNNSIZTQT09>

**Minutes of the Regular Meeting of the Board of Directors
April 16, 2020
4:00 pm – 6:00 pm
Via Zoom Teleconference**

Directors present: Barbara Kossy, TJ Glauthier, Adrienne Etherton

RCD staff present: Kellyx Nelson, Lau Hodges, Adria Arko, Sheena Sidhu, Kasey Butler

NRCS staff present: Jim Howard

1. Call to Order

Kossy called the meeting to order at 4:08 p.m.

2. Approval of Agenda

Glauthier moved to approve the agenda, Etherton seconded. Motion passed unanimously.

3. Introductions of Guests and Staff

No introductions were needed.

4. Public Comment

None

5. Consent Agenda

- Kossy requested the March 26, 2020 minutes specify that she called the meeting to order and, as best practice continue to include that information as part of administrative record for meetings.
- Etherton moved to approve the consent agenda as amended, Glauthier seconded. Motion passed unanimously.

6. Regular Agenda

6.1 The Board will consider adopting Fiscal Year 2020 Draft Third Quarter Financial Statements.

- Discussion included RCD spending lower than budgeted, operating reserve, significant recent donations, and the difference between operating expenses and total expenses was that total expenses include pass through expenses.
- Glauthier moved to adopt Fiscal Year 2020 Draft Third Quarter Financial Statements, Etherton seconded. Motion passed unanimously.

6.2 Reports about COVID-19 planning and response (Kellyx Nelson)

- The decade spent building a reserve is paying off. She noted the following:
 1. Uncertainty around potential bond freeze and/or stop work orders.

2. The Cutting Green Tape Initiative is a nexus as California looked to get people back to work at lower costs.
 3. The RCD is prepared to weather the current storm, but the downstream effects remain unknown. The RCD is bracing for pulses of COVID-19.
 4. RCD staff still have two staff meetings a week: one focused on COVID-19 and the other a regular staff meeting in which COVID-19 items are often discussed.
 5. Staff is developing solutions for safe field work, virtual outreach, and IT issues for an entirely remote workforce.
 6. The National Association of Conservation Districts and California Special Districts Association are leading advocacy efforts that might help RCDs receive federal relief.
 7. Nelson and Glauthier had submitted letters to Senators Feinstein and Harris and Representative Speier requesting financial relief for RCDs.
 8. The RCD staff, a close-knit group, is finding it hard to be apart.
- Directors and staff discussed impacts on contracts for this construction season, ability to access properties, keeping staff employed by cross training during the hiring freeze and working on deferred administrative projects, Newsom opening the economy and the opportunity to prioritize our work as part of a “green economy,” and the County’s budget and impacts on the RCD.
 - Glauthier asked Howard what he had heard at the national level. Howard explained that his office was dubbed essential therefore allowed to remain open and he had been working on new procedures to keep his working moving forward.

6.3 Directors’ Reports

- Glauthier reported that Lenny Mendoza had resigned from the Governor’s Office and that the San Mateo Harbor District’s Commission had put off consideration of the RCD’s contract for another month.
- Etherton reported that the Sustainable San Mateo County Awards had been postponed until July 10, 2020. She had purchased a table for the RCD Board and staff and requested Nelson extend the invite to staff. She asked Nelson if the RCD’s Strategic Planning Committee would be moving forward; Nelson explained it had been put on hold until there was a better financial picture. The Communications Strategic Plan was also on hold.
- Kossy reported she had been attending various Zoom meetings that seemed relevant to the RCD. She also noted, as the host of the California Invasive Plant Community on Facebook, that approximately 15 people were joining a day as people were spending more time in their garden, neighborhood and community. She hoped RCDs could take advantage of the new way in which people are appreciating their environment. Arko stated that her programs had been brainstorming that idea. Etherton stated that the City of Brisbane was hosting an earth month program; encouraging residents to pull invasives from their yards since Earth Day activities had been canceled.

- Glauthier asked Nelson if the White Paper for the Cutting Green Tape Initiative would still be released on Earth Day (April 22, 2020). Nelson explained that it would be delayed.

6.4 NRCS Report (Jim Howard)

- He is continuing to roll out new programs, including three contracts including rangeland and integrated poultry & vegetation support.
- He noted how fortunate it was that NRCS had worked with most of their customers for long enough that he was familiar with their operations and their land and was able to keep money flowing to them.

6.5 Presentation about the RCD's climate and agriculture programs by Adria Arko, Climate and Agriculture Programs Manager & Agricultural Ombudsman. (see attached)

- Discussion included:
 - the definition of silvopasture (livestock grazing under a tree canopy, primarily done with trees that would be harvested for lumber).
 - the scale of calculations of carbon sequestration from carbon farming- individual farm level as well as aggregating for regional or statewide impact and potential via Carbon Cycle Institute and California Association of RCDs.
 - sources of funding for development and implementation of carbon farm plans
 - the high level of interest among local farmers for carbon farm plans.

6.6 Diversity, Equity and Inclusion (DEI)

1.3. Discussion about whether to include as a standing agenda item

- Directors, staff, and NRCS partner discussed bringing more intention to DEI regarding recruitment, hiring, projects, how the RCD thinks about its constituents and community, and the fact that staff had created an internal team to focus on DEI.
- It was decided to create a standing agenda item for 6 months to see how it goes.

2.3. Discussion about whether to begin meetings with land acknowledgement

- There was discussion about connecting with local indigenous people to make sure that if we do this we do it right. Nelson will follow up.
- This item will be revisited at the next Board meeting.

7 Adjourn Meeting

Kossy adjourned the meeting at 5:48 p.m.

April 7, 2020

The Honorable Jackie Speier
United States House of Representatives
2465 Rayburn House Office Building
Washington, D.C. 20515

The Honorable Kamala Harris
United States Senate
112 Hart Senate Office Building
Washington, D.C. 20510

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, D.C. 20510

Dear Congresswoman Speier, Senator Feinstein and Senator Harris,

The San Mateo Resource Conservation District respectfully urges you and your colleagues to consider including the needs of independent special districts in the impending fourth COVID-19 pandemic relief bill.

As a provider of assistance to farmers, ranchers and other landowners in coastal San Mateo County, access to resources to confront COVID-19, as well as relief to recover, is essential to continuing our operations and best serving our – and your – constituents.

COVID-19 has brought significant challenges to our community and our district. We have had to suspend local and regional projects helping individual farmers and ranchers, and organizations like the Peninsula Open Space Trust, the Midpeninsula Regional Open Space District and CalFire. These projects, for example, help restore stream flows and habitat for salmon and trout in Pescadero and reduce wildfire risks in the Santa Cruz Mountains.

Our organization relies on funding primarily from competitive grants from the US Department of Agriculture and the California Natural Resources Agency and does not have an independent base of funding. We have suspended operations during the pandemic but are continuing to pay our staff salaries and benefits. These cannot be covered by our grants because those pay us for the work actually accomplished, most of which is in the field and has been suspended.

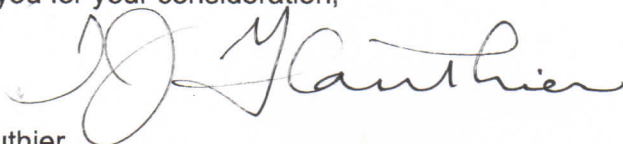
As the fourth federal COVID-19 relief bill is developed, I urge you and your colleagues to keep in mind these very serious issues. Independent special districts and the communities and regions that rely on our services across the nation will be further harmed should the pandemic continue, and local governments not be considered for inclusion in resources already provided to other entities. On behalf of our district and our mutual constituents, we request you:

- **Expand the Coronavirus Relief Fund's eligibility for "local forms of government"** to receive a portion of the funds and appropriate \$100 billion specifically for local governments to utilize and continue services across the country.

- **Include local governments in the COVID-19 payroll tax credit.** All public agencies are required to provide paid COVID-19 sick and family leave; however special districts and other public agencies are excluded from the credit, putting us at a disadvantage.
- **Restore advance refunding of tax-exempt bonds, as outlined in H.R. 2772.** Doing so would allow flexibility for states and local governments to access billions of dollars to reallocate and spend on other projects, which, in turn, strengthens local infrastructure networks.
- **Increase access to capital for small borrowers, as is included in H.R. 3967.** This would increase the bank-qualified borrowing limit from \$10 million to \$30 million and allow it to apply at the borrower level. Taking this measure would grant small issuers – both government and non-profit, who may be hardest hit during the downturn, access to capital for immediate project needs.

We thank you for your leadership in securing significant relief for our nation in the previous three COVID-19 relief bills: health care districts with medical centers have new access to vital equipment; families will receive stimulus rebates to soften financial hardships and pay utility bills; and 457 retirement account holders have temporary flexibility for higher fund disbursements to help cover COVID-19 expenses. **But without the aforementioned fixes, special districts like ours, and thousands of others serving millions of Americans, will struggle to maintain the critical local infrastructure and continue the essential community services that our nation's businesses and families depend upon.**

Thank you for your consideration,



TJ Glauthier
Board of Directors
San Mateo Resource Conservation District

Cc:

Steven Mnuchin
Secretary of the Treasury
[via LegAffairs@do.treas.gov]

California Special Districts Association
[via advocacy@cdda.net]

March 25, 2020

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, D.C. 20510

The Honorable Jackie Speier
United States House of Representatives
2465 Rayburn HOB
Washington, D.C. 20515

The Honorable Kamala Harris
United States Senate
112 Hart Senate Office Building
Washington, D.C. 20510

RE: Economic Impact of Coronavirus on Local Government Services and Employees

Dear Senator Feinstein, Senator Harris, and Congresswoman Speier

The San Mateo Resource Conservation District respectfully requests that **additional prospective federal aid packages or supplemental appropriations measures to address the economic impact of the coronavirus (COVID-19) pandemic include special districts**, as many have been and will be significantly harmed:

- Water, sanitation, and utility districts are enduring non-payment by residents unable to pay for services due to loss of employment income. These special districts provide the backbone infrastructure to the economies for their communities and regions.
- Recreation and park districts, library districts, veterans memorial districts, and community services districts are canceling sports leagues, instructional classes, tours, fundraisers, and other programs, events, and gatherings that generate revenue to sustain their ongoing operations. These special districts serve as the connective tissue for quality of life in their community and often deliver critical childcare, health, and wellness services that families depend on.
- Transit, airport, port, and harbor districts are experiencing a sharp curtailment in ridership and revenue that will have an immediate impact on both employment and commerce, as noted in Governor Gavin Newsom's March 19, 2020 letter.
- Resource Conservation Districts administer millions of dollars of state, federal and local funds through grants that improve water and air quality, green spaces and wildlife habitat that greatly improve the quality of life and access to the outdoors that are so critical to human health during this time of nationwide crisis. Shelter-in-place orders and Social-Distancing have caused work stoppages and risk death and therefore loss of live inventory.

As the next stimulus package is debated, San Mateo Resource Conservation District would like to remind Congress that state and local employers must pay payroll taxes under 26 USC 3111, and must now meet new sick leave and family medical leave requirements of the Families First

Act, of which public agencies were exempted from the tax credit for the employer share of social security, so have no means of recovering costs.

San Mateo Resource Conservation District urges Congress to treat state and local employers (including those exempt from 26 USC 3111) on par with private employers by allowing them to qualify for the payroll credits for the new requirements for paid sick leave and paid family leave.

As the next stimulus package is expected to counter the current economic downturn, San Mateo Resource Conservation District additionally requests Congress include language to:

- ***Restore advance refunding of tax-exempt bonds (HR 2772)*** so states and local governments, resource conservation districts and other qualifying entities will not have to deplete already strained cash accounts in order to complete work, and
- ***Increase access to capital for small borrowers (HR 3967)*** by increasing the bank qualified borrowing limit from \$10 million to \$30 million, and having it apply at the borrower level so the small issuers (both governmental and nonprofit) who may be hardest hit during the downturn can access capital for immediate project needs.

Thank you for your consideration,



Kellyx Nelson, Executive Director
San Mateo Resource Conservation District

CC:

The Honorable Gavin Newsom
Governor, State of California
State Capitol
Sacramento, CA 95814

California Special Districts Association [via advocacy@cda.net]

San Mateo Resource Conservation District

Balance Sheet

As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1030 · Checking Account (5269)	1,665,099.99
1031 · Restricted State Funds (5012) (Butano Channel)	47,029.11
1032 · Operating Reserve (0202)	148,968.75
Total Checking/Savings	1,861,097.85
Accounts Receivable	
1200 · Accounts Receivable	2,920,242.21
Total Accounts Receivable	2,920,242.21
Total Current Assets	4,781,340.06
TOTAL ASSETS	4,781,340.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	382,576.67
Total Accounts Payable	382,576.67
Credit Cards	
2025 · Visa - Nelson - 0145	265.15
2035 · Visa - Issel - 0129	2,338.71
Total Credit Cards	2,603.86
Other Current Liabilities	
2045 · Accrued Payroll	108,098.07
2060 · Accrued Time Off	48,529.97
2400 · Deferred Revenue	
2405 · Bonde Weir	3,582.36
2409 · SCMSN- Regional Climate Action	61,933.34
2410 · Santa Cruz Mountain Stewardship	171,775.54
2411 · SCMSN - Atlas Project	270,629.84
2412 · SCMSN-Spotlight Stewardship	28,618.54
2413 · SCMSN-Permitting	7,932.38
2414 · SCMSN - Veg Gen	102,000.00
2420 · MROSD - Driscoll Ranch	7,940.70
2421 · MROSD - Apple Orchard	13,747.75
2425 · Randtron Antenna	3,424.32
2430 · PG&E - Butano Mitigation Proj.	855,399.80
2431 · PG&E - Project Development	37,106.82
2432 · PG&E Foundation - Hedge Rows	15,000.00
2434 · PG&E - San Bruno Mountain	168,588.00
2435 · Cloverdale Ponds	75,132.38
2445 · SMC Old Haul Road Phase 1	4,186.98
2450 · STATE - Butano Channel (HE-BC-STATE)	90,822.89
2451 · SMC - Butano Channel	288,414.02
2465 · NACD - Urban Farming TA	17,405.30
2470 · SVCF - Carbon Farm Planning	38,354.38
2473 · TMDL - Pescadero Butano	55,000.00
2475 · SAM - First Flush	-210.96
2476 · SAM - Mitigation	15,000.00
2480 · Colma - Cemetery Sustainability	1,414.75
2490 · POST - DR Match Funds	66,795.28
2491 · POST - Rangeland Compost	7,378.90
Total 2400 · Deferred Revenue	2,407,373.31
Total Other Current Liabilities	2,564,001.35
Total Current Liabilities	2,949,181.88

12:18 PM

San Mateo Resource Conservation District

04/16/20

Balance Sheet

Accrual Basis

As of March 31, 2020

	Mar 31, 20
Long Term Liabilities	
2500 · Recoverable Grants	
2520 · Silicon Valley Foundation	100,000.00
2500 · Recoverable Grants - Other	200,000.00
Total 2500 · Recoverable Grants	300,000.00
2600 · Deferred Rentention (>1yr)	195,681.29
Total Long Term Liabilities	495,681.29
Total Liabilities	3,444,863.17
Equity	
3500 · Net Assets	675,341.42
3999 · SUSPENSE	31,000.00
Net Income	630,135.47
Total Equity	1,336,476.89
TOTAL LIABILITIES & EQUITY	4,781,340.06

San Mateo Resource Conservation District

04/16/20

Profit & Loss

Accrual Basis

July 2019 through March 2020

	Jul '19 - Mar 20
Ordinary Income/Expense	
Income	
4010 · Contracts	9,381,272.22
4020 · Donations	
4025 · Annual Appeal Donation	13,400.00
4030 · General Support Donations	90,500.00
4035 · Individual Donation	1,125.30
Total 4020 · Donations	105,025.30
4040 · Interest	3,971.01
4050 · SMC Contributions	
4055 · SMC Property Tax	51,856.85
4060 · SMC Property Sale Proceeds	35.38
4065 · SMC Operating Support	200,000.00
Total 4050 · SMC Contributions	251,892.23
Total Income	9,742,160.76
Gross Profit	9,742,160.76
Expense	
5100 · Personnel	
5110 · Salary	854,448.84
5120 · Benefits	188,761.96
Total 5100 · Personnel	1,043,210.80
5200 · Operating Expense	
5205 · Bank Fees	665.17
5210 · Communications	6,848.84
5215 · Dues-Membership-Subscriptions	4,874.00
5220 · Equipment	4,475.52
5225 · Information Technology	14,653.73
5230 · Insurance	47.50
5235 · Office Supplies	612.53
5240 · Rent	39,048.00
5245 · Accounting Services	32,186.75
5250 · Legal Services	308.10
5255 · Misc. Consulting Services	28,970.90
5265 · Discretionary ()	2,960.89
5270 · Prof. Development & Meetings	6,915.07
Total 5200 · Operating Expense	142,567.00
5300 · Program Expenses	
5310 · Project Implementation	7,926,247.49
Total 5300 · Program Expenses	7,926,247.49
Total Expense	9,112,025.29
Net Ordinary Income	630,135.47
Net Income	630,135.47

Our Climate and Agriculture Programs

Presentation to the Board of Directors
April 16, 2020



Sequester carbon and reduce GHG emissions, build resiliency for adaptation



Build agricultural resiliency and provide a tool to be a part of the climate solution



Increase soil water holding capacity and water conservation, and improve water quality



Enhance wildlife habitat



Reduce fuel loads

Conservation and Carbon Farm Plans

Conservation Plans

- USDA NRCS's Conservation Planning process
- Site specific
- Comprehensive assessment of natural resources
- Holistic recommendations for conservation



Conservation and Carbon Farm Plans

Conservation Plans

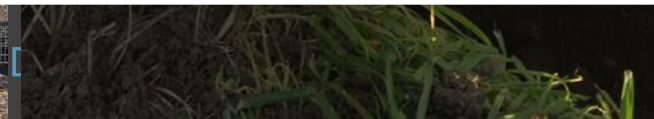
- USDA NRCS's Conservation Planning process
- Site specific
- Comprehensive assessment of natural resources
- Holistic recommendations for conservation

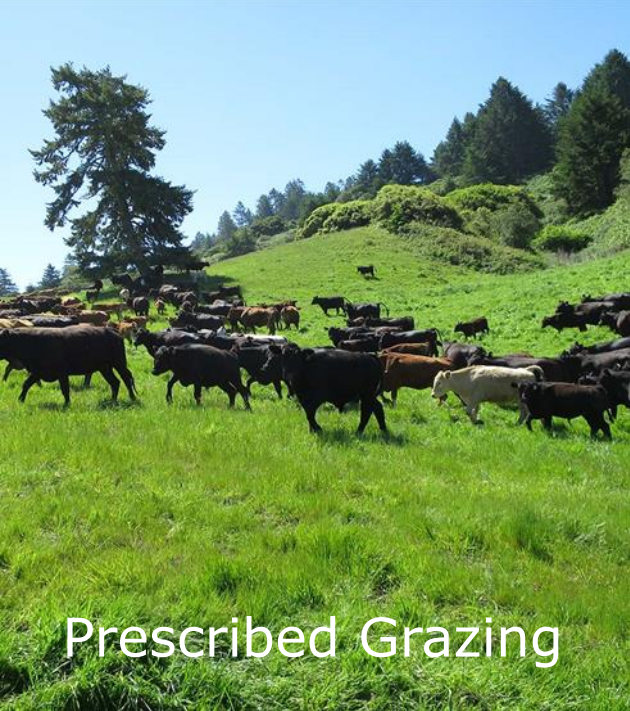
Carbon Farm Plans

- Store carbon in soils and vegetation
- Reduce greenhouse gas emissions
- Quantify CO₂e reduction/sequestration









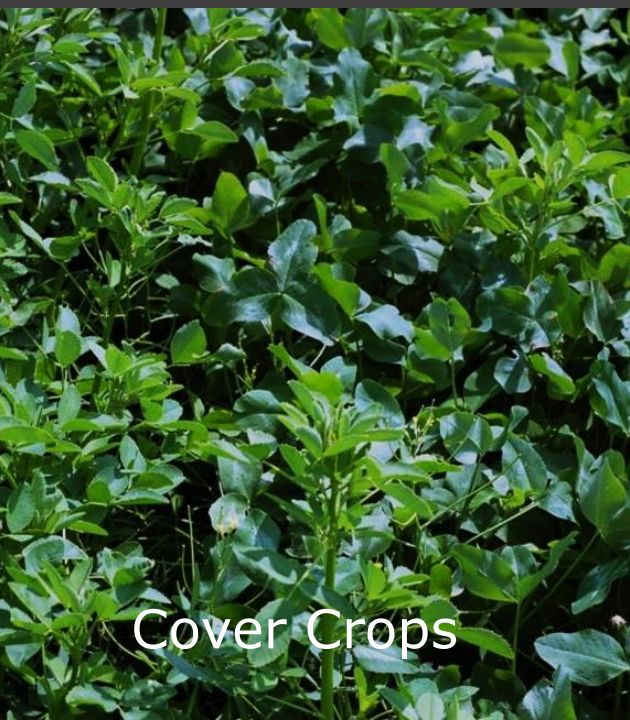
Prescribed Grazing



Woody Plants



Energy and water efficiency



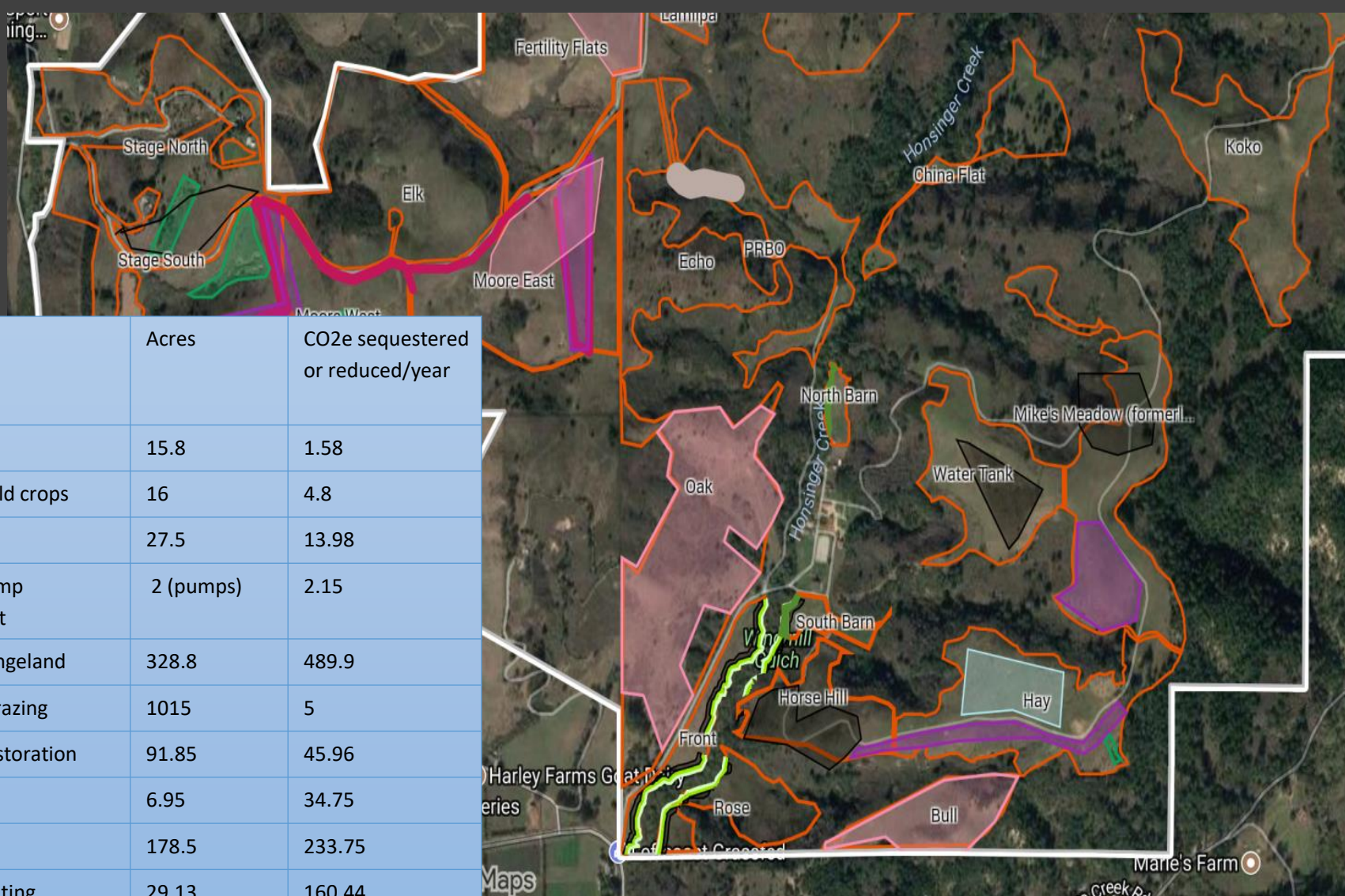
Cover Crops



Compost



Grassland Restoration



	Acres	CO2e sequestered or reduced/year
Reduced till	15.8	1.58
Compost- field crops	16	4.8
Cover Crop	27.5	13.98
Irrigation pump improvement	2 (pumps)	2.15
Compost- rangeland	328.8	489.9
Prescribed grazing	1015	5
Grassland restoration	91.85	45.96
Hedgerow	6.95	34.75
Silvopasture	178.5	233.75
Riparian planting	29.13	160.44
Riparian restoration	16.58	33.16



9 plans completed in San Mateo County
1,240 tonnes CO2e annually

268 cars on the road for one year
3.08 million miles driven
143 homes energy use for one year

Carbon Farming Partners



**Farmers, ranchers and
landowners!**



Rangeland Compost Field Trial



Local Compost Source Feasibility Study



Photo credit: Cornell University

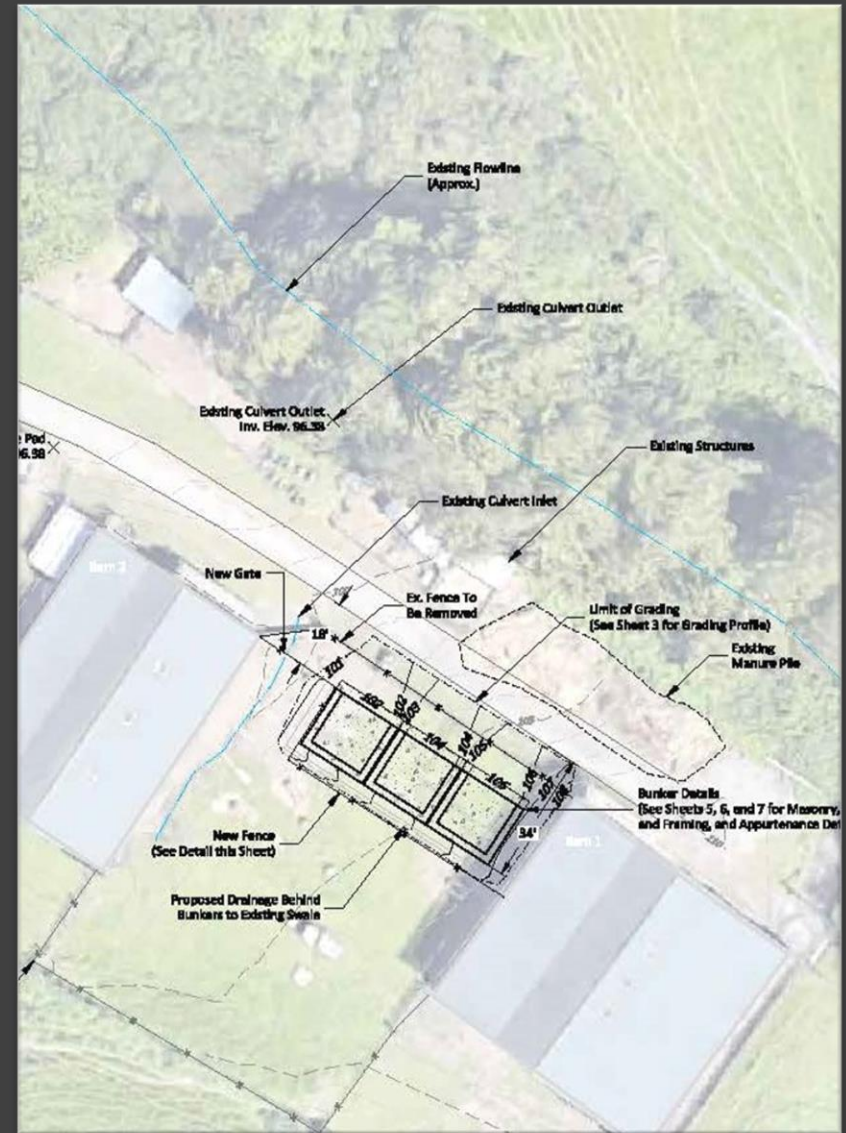
Brussels Sprouts and Eucalyptus Compost Trial



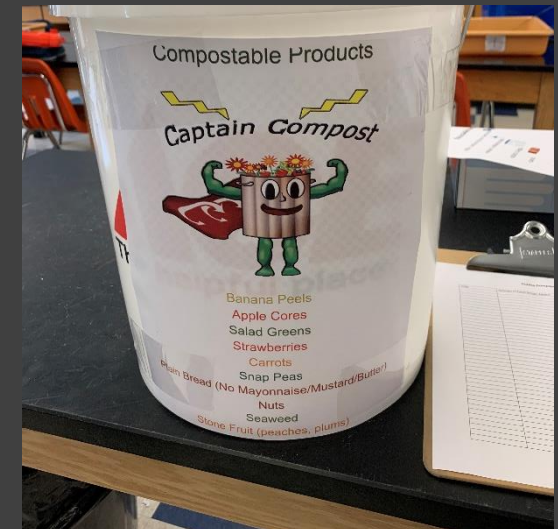
Equestrian Manure Technical Assistance



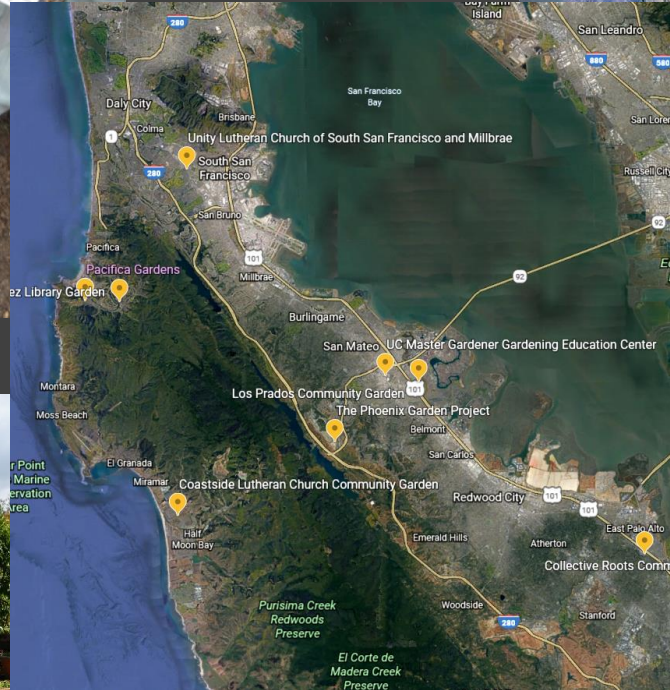
Elkus Ranch Manure Bunker Project



Cunha Middle School Composting Demonstration Project



Urban Farming



Climate Planning

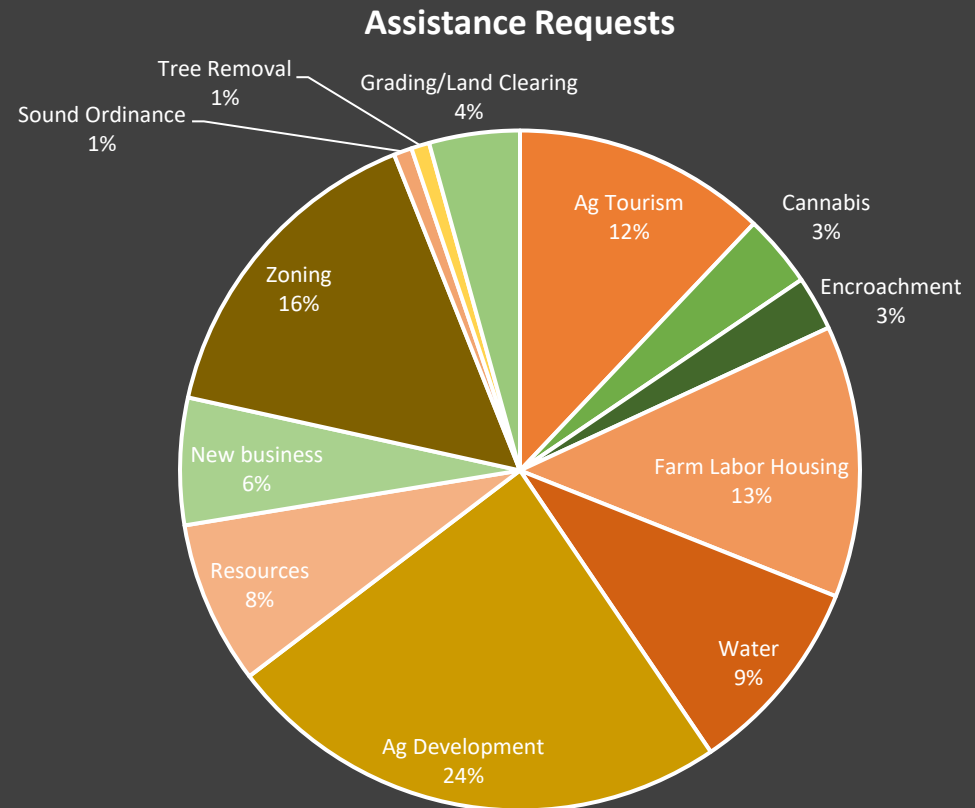
- Sea Level Rise Vulnerability Assessment for the South Coast
- Climate Action Planning



Agricultural Ombudsman

Technical assistance Collaborations

- Newsletter
- Handouts
- Webpage
- Regulatory Improvements



Collaborating for Broader Impact



- “Soil Health Coordinator Calls”
- Carbon Farming Network
- San Mateo County Food System Alliance
- Greater Bay Area Carbon Farming Hub

A low-angle shot of a person walking on a sand dune. The dune is covered in a dense, woven mat of dry straw or reeds. The person is wearing blue jeans, a light green jacket, and brown hiking boots. They are holding a white, curved object in their right hand. In the background, a fenced-in area with some trees and a person in a pink shirt is visible under a blue sky with scattered white clouds.

Thank you!

Adria Arko

adria@sanmateoRCD.org

Funding Implementation

NRCS EQIP

CDFA Healthy Soils Program

- Grant to help producers with this program

Zero Food Print

Carbon markets - ?

State and federal grants - ?

