

Regular Meeting of the Board of Directors**Thursday, May 20, 2021****4:00 – 6:00 pm****Zoom link: <https://us02web.zoom.us/j/89675733636>**

If you are using a computer or other device to join the meeting, you may click [here](#). 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: 896 7573 3636 when prompted.

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. Fiscal Year 2021 Draft Third Quarter Financial Statements 5.2. April 15, 2021 Draft Regular Meeting Minutes
6. Regular Agenda 6.1. Presentation by Joe Issel (San Mateo RCD Natural Resource Specialist) about Lower Pescadero Creek Corridor Management Plan. 6.2. Board will consider contracting with Hanford ARC to construct the Butano Creek Channel Stabilization and Habitat Enhancement at the Cloverdale Bridge Project. 6.3. Board will consider contracting with Waterways Consulting Inc. for engineering oversight of the Butano Creek Stabilization and Habitat Enhancement at the Cloverdale Bridge Project. 6.4. Board will consider contracting with Mountain F. Enterprises Inc. for the Huddart and Wunderlich Forest Health and Fuel Reduction Projects. 6.5. Board will consider Resolution 2021-3: Authorizing Execution of State Coastal Conservancy Grant Agreement for Fuel Breaks at Quarry Park for Community Fire Resiliency. 6.6. Board will consider Resolution 2021-4: Authorizing Applications to the California Climate Investment Forest Health Grant Program for Forest Health Treatments at Butano State Park and Post Fire Digital Imagery and LiDAR Data Collection. 6.7. Board will discuss Fiscal Year 2022 Draft Financial Budget. 6.8. Executive Director's report 6.9. NRCS report 6.10. Directors' reports
7. Adjourn Meeting The next Regular Meeting of the Board of Directors will be June 17, 2021.

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.

Minutes of the Regular Meeting of the Board of Directors

May 20, 2021

3:00 pm – 6:00 pm

via Zoom teleconference

Directors present: Barbara Kossy, TJ Glauthier, Adrienne Etherton

Associate Directors present: John Keener, Kevin Watt

RCD staff present: Kellyx Nelson, Lau Hodges, Amy Kaeser, Joe Issel, Sheena Sidhu, David Cowman, Stephanie MacDonald, Jarrad Fisher

NRCS staff present: Jim Howard

Guests present: George O. Kolombatovich, Rudy Espinoza-Murray, Sarah Wright, Steve Stielstra, Robin Wilson

1. Call to Order

Kossy called the meeting to order at 4:03 p.m.

2. Approval of Agenda

- Item 6.8 was moved to the end of the agenda.
- Item 5.1 was removed from Consent to discuss with item 6.2.
- Etherton moved to approve the agenda as amended, Glauthier seconded. Motion passed unanimously.

3. Introductions of Guests and Staff

All in attendance introduced themselves.

4. Public Comment

There was no public comment.

5. Consent Agenda

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

6. Regular Agenda

6.1 Presentation by Joe Issel (San Mateo RCD Natural Resource Specialist) about Lower Pescadero Creek Corridor Management Plan. (See attached)

- Discussion included the rationale for a reach-length approach to riparian conservation planning; no one-size-fits all solutions, e.g. wood in creeks can protect banks or erode banks in different conditions or locations; the desire to find win-win solutions for habitat and the community; project funding; and timeline and next steps.
- Nelson recommended that property owners concerned about wood in the creek contact the RCD for site-specific technical assistance.

6.2 Board will consider contracting with Hanford ARC to construct the Butano Creek Channel Stabilization and Habitat Enhancement at the Cloverdale Bridge Project.

- Discussion included County Department of Public Works willingness to go beyond bridge repair to include more complex solution with conservation benefits; project timeline- project will be implemented this summer; and request to report to the Board upon completion of the project.
- **ACTION:** Glauthier moved to contract with Hanford ARC, Etherton seconded. Motion passed unanimously.

6.3 Board will consider contracting with Waterways Consulting Inc. for engineering oversight of the Butano Creek Stabilization and Habitat Enhancement at the Cloverdale Bridge Project.

- Nelson noted this was a sole source to meet the RCD's procurement policy; it was a contract to continue the work Waterways Consulting, Inc. had already performed.
- Issel explained the County of San Mateo had contracted with Waterways prior to RCD project management and they had been written into the grant for project implementation.
- **ACTION:** Etherton moved to contract with Waterways Consulting, Inc, Glauthier seconded. Motion passed unanimously.

6.4 Board will consider contracting with Mountain F. Enterprises Inc. for the Huddart and Wunderlich Forest Health and Fuel Reduction Projects.

- Discussion included the selection process; project goals to reduce impacts of sudden oak death and wildfire risk with a larger goal of forest health; how the wood chips would be utilized onsite to help with weeds suppression and erosion control; and project funding (CalFire Forest Health Program).
- **ACTION:** Glauthier moved to contract with Mountain F. Enterprises Inc, Etherton seconded. Motion passed unanimously.

6.5 Board will consider Resolution 2021-3: Authorizing Execution of the State Coastal Conservancy Grant Agreement for Fuel Breaks at Quarry Park for Community Fire Resiliency.

- Discussion included site conditions being at the Wildland Urban Interface; concerns of the community, particularly after the CZU Fire; the partnership with and priorities of County Parks; and plans for the debris (some left onsite, most removed).
- Sidhu explained this was early response funding and the Coastal Conservancy wanted to see work implemented right away; Nelson added the scope of the project was not everything the RCD wanted to do but it would allow us to get a foot in the door to do more work in the future.
- **ACTION:** Etherton moved to approve Resolution 2021-3, Glauthier seconded. Motion passed unanimously.

6.6 Board will consider Resolution 2021-4: Authorizing Applications to the California Climate Investment Forest Health Grant Program for Forest Health Treatments at Butano State Park and Post Fire Digital Imagery and LiDAR Data Collection.

- Sidhu explained this would build a map for fire recovery and future needs; it would span a three year period from permitting to implementation.
- **ACTION:** Glauthier moved to approve Resolution 2021-4, Etherton seconded. Motion passed unanimously.

5.1 Fiscal Year 2021 Draft Third Quarter Financial Statements

- Glauthier explained that the first nine months revenues were reduced by approximately half because of schedule delays due to COVID-19, however the RCD had continued to pay salaries and benefits. There may be a deficit at the end of the fiscal year, which would be acceptable because of the amount of cash the RCD has on hand.
- Kossy asked if there was a way to make the money the RCD had in it's checking account earn more; Keener noted interest rates are currently so low it is hard to make much. Nelson said there are some limits on how public agencies can earn and that staff would look into it.
- **ACTION:** Etherton moved to approve the Third Quarter Financial Statements, Glauthier seconded. Motion passed unanimously.

6.7 Board will discuss Fiscal Year 2022 Draft Financial Budget

- Nelson described the zero-based, or service-based, budget development process because the RCD is reliant on grant funding; staff involvement in developing project budgets, Hodges and Nelsons roles aggregating and developing the operations budget; Glauthier's involvement as Chair of the Finance Committee prior to presenting it to the Board.
- There was discussion about variances between what was budgeted and what is projected for FY'21 due to COVID-19 and the CZU Fires. Several projects had been deferred to Fiscal Year 2022 and there were new unexpected costs to assist with post-fire recovery.
- There was discussion about variances between what was budgeted for FY'21 and what is proposed for FY'22. Typically large variances are related to whether or not there would be a construction project with pass-through expenses for contractors. Some changes in the Operation Budget were due to increasing Diversity, Equity & Inclusion training, plans to expand office space, and increased communications needs.
- There was discussion about increased number of staff and increased salaries in the proposed Personnel Budget, and the desire to ensure competitive salary levels.
- There was discussion about the proposed \$250K allocation to the operating reserve, which would bring the total to \$600K. The target goal was for six months of reserves, which has been a moving target as staff expanded.

6.9 NRCS report (Howard)

- Terry Cosby is the new NRCS Chief. He had worked his way up through NRCS and came to the position with 40+ years of experience.
- The USDA has called for maximum 25% office occupancy rate due to COVID.
- Glauthier asked if wells were problematic, drought-wise, on the Coastside. Howard stated that they were problematic and expensive to maintain; he is constantly working to diversify agricultural producers' water supply. Another concern facing agricultural producers was the drought rendering them unable to harvest and therefore losing their laborers.
- Glauthier asked if the ponds the RCD built are working. Issel noted that the water efficiency work the RCD has done was making an impact now; Nelson stated that not all of the ponds were online yet but the ones online are helping.

6.8 Executive Director's Report (Nelson)

- The RCD has been hosting webinars and outreach, including water quality and fire and fuel load reduction and likely soon on drought.
- Planning for sabbatical from 6/21/2021 – 8/6/2021 and maybe PTO after. In her absence might need help with check and contract signers, however, she'll be checking in once a week to answer time sensitive questions.
- The Indirect Cost Negotiation Agreement had been approved.
- Boundary alignment efforts are moving forward.
- County is noticing board vacancy. Eligible applicants must be 18 years old, a registered voter and demonstrate an interest in RCD's mission.
- Continued need to support staff and prevent stress and burnout due to workload, pace, and complexity of work.
- Introduced Stephanie MacDonald, the RCD's newest Conservation Project Manager. She will be assist with projects that focus on water resources, water conservation, and habitat restoration.
- Concerns have arisen regarding the State's Office of Emergency Services contractors who oversaw CZU Fire cleanup and the way roads had been ruined.
- FEMA did not consider the RCD eligible federal fund reimbursement for work down during the CZU Fire. This is something staff is exploring moving forward.
- The relationship between RCD and NRCS is changing. Funding agreements, transitioning to standard competitive grants process. Howard agreed that it was a disappointing trend as the NRCS was restructured and rate quality of local level partnership offices are going by the wayside. Nelson agreed and expressed hope the Board would engage with that issue and attempt to preserve the 80+ year relationship.

6.10 Directors' reports

- Etherton reported that the City of Brisbane passed a County of San Mateo Disposable Foodware Ordinance.
- Glauthier reported that he had attended the San Mateo County Harbor District Commissioners Meeting and Noah Katz, RCD Water Quality Program Manager, gave a great presentation. The Harbor Commission passed a motion to contract with the RCD for \$170K for two years of work.

- Kossy reported that she had enjoyed attending RCD staff meetings and encouraged other directors to as well.
- Keener reported that he was working with Kaeser on a grant for San Pedro Creek and he looked forward to Kaeser's presentation on the preliminary plan.

7 **Adjourn Meeting**

- Kossy adjourned the meeting at 6:13 p.m.

Memorandum

Date: May 20, 2021
To: Board of Directors
From: Kellyx Nelson
Re: Notes to Q3 Financial Statements

The RCD's third quarter financial statements are indicative of the myriad ways the organization was affected by the COVID-19 pandemic and CZU Lightning Fire Complex this year.

Accommodating shelter-in-place orders and otherwise ensuring staff and community safety, some work planned for FY 2021, including projects slated for summer 2020, were postponed to the next fiscal year. All planned work will continue to move forward, albeit later.

Post-fire recovery assistance was a significant unbudgeted effort. RCD staff was able to secure funding for that work, which has not yet been invoiced. Our current projections are that the RCD's financials will be in the black at the end of the fiscal year. Meanwhile, the organization's cash position has made it possible for staffing to continue uninterrupted without using the reserve fund.

Historically, the third quarter each year generates the lowest cash flows of revenues and expenditures. General and administrative expenses are on pace to be similar to what was budgeted.

¹<https://mtfent.com/>

San Mateo Resource Conservation District

DRAFT FY 2021 Financial Budget

	FY21 Budget	Q3 Actual	% of Budgeted
REVENUE			
<u>Program Revenue</u>			
Agricultural Ombudsman	\$ 40,866	25,883	63%
Climate Mitigation and Adaptation	\$ 196,482	164,339	84%
Conservation Technical Assistance	\$ 25,667	19,450	76%
Erosion and Sediment Management	\$ 2,839,941	1,967,048	69%
Fire and Forestry	\$ 1,499,881	421,824	28%
Habitat Enhancement	\$ 1,347,176	840,353	62%
Santa Cruz Mountains Stewardship Network	\$ 1,228,180	411,341	33%
Stream Gage		5,000	
Water Resources & Conservation	\$ 1,310,977	272,482	21%
Water Quality	\$ 291,504	158,529	54%
Billing Rate Adjustments			
Subtotal Program Revenue	\$ 8,780,673	4,286,250	55%
<u>Other Revenue</u>			
County Contributions	\$ 200,000	200,000	100%
Individual Contributions	\$ 10,000	53,687	
Interest Income		1,057	
Misc. Income		10,129	
Property Tax	\$ 65,000	56,998	
Subtotal Other Revenue	\$ 275,000	321,871	117%
Total Revenue	\$ 9,055,673	4,608,121	51%
EXPENSES			
<u>Operating Expenses</u>			
Personnel (Salaries & Fringe)	\$ 1,671,414	1,280,564	77%
Other	\$ 188,000	151,451	81%
Subtotal Operating Expenses	\$ 1,859,414	1,432,015	77%
<u>Program Expenses</u>			
Agricultural Ombudsman	\$ 1,000	231	23%
Climate Mitigation and Adaptation	\$ 52,404	54,517	104%
Conservation Technical Assistance	\$ 925	1,049	113%
Erosion and Sediment Management	\$ 2,725,595	1,876,905	69%
Fire and Forestry	\$ 1,158,550	258,382	22%
Habitat Enhancement	\$ 903,319	549,164	61%
Santa Cruz Mountains Stewardship Network	\$ 1,086,715	291,945	27%
Stream Gage		30,058	0%

Water Resources & Conservation	\$	1,170,786	165,788	14%
Water Quality	\$	112,871	70,463	62%
Subtotal Program Expenses	\$	7,212,165	3,298,502	46%
Total Expenses	\$	9,071,579	4,730,517	52%
NET	\$	(15,906)	(122,396)	
Operating Reserve Allocation	\$	100,000	100,000	100%

San Mateo Resource Conservation District

Balance Sheet

As of March 31, 2021

Mar 31, 21

ASSETS

Current Assets

Checking/Savings

1030 - Checking Account (5269) 1,469,299.47

1031 - Restricted State Funds (5012) (Butano Channel) 2,997.21

1032 - Operating Reserve (0202) 350,054.86

Total Checking/Savings 1,822,351.54

Accounts Receivable

1200 - Accounts Receivable 2,433,025.92

Total Accounts Receivable 2,433,025.92

Total Current Assets

TOTAL ASSETS 4,255,377.46

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable 224,904.60

Total Accounts Payable 224,904.60

Credit Cards

2025 - Visa - Nelson - 1952 3.25

2035 - Visa - Issel - 0129 867.52

Total Credit Cards 870.77

Other Current Liabilities

2045 - Accrued Payroll 135,154.35

2060 - Accrued Time Off 65,649.82

2400 - Deferred Revenue

2401 - NFWF - San Bruno Mtn Butterfly 2,120.75

2405 - NFWF - Bonde Weir 3,263.86

2406 - CARCD - Pesc. Water Monitoring 1,921.74

2409 - SCMSN- Regional Climate Action 21,642.52

2410 - Santa Cruz Mountain Stewardship 208,496.75

2411 - SCMSN - Atlas Project 48,304.69

2412 - SCMSN-Spotlight Stewardship 8,608.88

2414 - SCMSN - Veg Gen 308,747.60

2415 - SCMSN - DEI 13,135.79

2416 - SCMSN - COVID 23.74

2420 - MROSD - Driscoll Ranch 7,386.95

2421 - MROSD - Apple Orchard 13,569.75

2425 - Randtron Antenna 3,184.32

2430 - PG&E - Butano Mitigation Proj. 747,715.51

2431 - PG&E - Project Development 33,668.57

2432 - PG&E Foundation - Hedge Rows 4,128.07

2433 - PG&E - Tree Planting 63,943.69

2434 - PG&E - San Bruno Mountain 143,655.06

2435 - Cloverdale Ponds 75,132.38

San Mateo Resource Conservation District

Balance Sheet

As of March 31, 2021

	Mar 31, 21
2436 · SHF - Eco Fire Restoration	100,000.00
2451 · SMC - Butano Channel	470,283.95
2469 · SVCF - CZU Fire Recovery	10,000.00
2470 · SVCF - Carbon Farm Planning	1,194.29
2471 · SVCF - Mobile Laundry Grant	15,034.75
2473 · RLF - TMDL Pescadero Butano	81,657.40
2475 · SAM - First Flush	5,461.22
2476 · SAM - Mitigation	11,228.54
2490 · POST - DR Match Funds	26,228.27
2491 · POST - Rangeland Compost	5,653.78
Total 2400 · Deferred Revenue	2,435,392.82
Total Other Current Liabilities	2,636,196.99
Total Current Liabilities	2,861,972.36
Long Term Liabilities	
2500 · Recoverable Grants	
2520 · Silicon Valley Foundation	100,000.00
Total 2500 · Recoverable Grants	100,000.00
Total Long Term Liabilities	100,000.00
Total Liabilities	2,961,972.36
Equity	
3500 · Net Assets	1,415,801.03
Net Income	-122,395.93
Total Equity	1,293,405.10
TOTAL LIABILITIES & EQUITY	4,255,377.46

San Mateo Resource Conservation District

Profit & Loss

July 2020 through March 2021

Jul '20 - Mar 21

Ordinary Income/Expense

Income

4010 - Contracts	4,291,436.31
4020 - Donations	52,186.98
4040 - Interest	1,056.76
4055 - Property Tax	17,182.50
4060 - Property Sale Proceeds	197.49
4065 - SMC Operating Support	239,618.03
4070 - Legal Settlements	5,442.99
4080 - Stipend	1,000.00

Total Income

4,608,121.06

Gross Profit

4,608,121.06

Expense

5100 - Personnel

5110 - Salary	1,040,714.66
5120 - Benefits	239,849.46

Total 5100 - Personnel

1,280,564.12

5200 - Operating Expense

5205 - Bank Fees	436.44
5210 - Communications	11,466.63
5215 - Dues-Membership-Subscriptions	8,792.00
5220 - Equipment	3,950.14
5225 - Information Technology	38,569.59
5230 - Insurance	959.70
5235 - Office Supplies	710.69
5240 - Rent	44,221.20
5245 - Accounting Services	17,892.50
5250 - Legal Services	217.80
5255 - Misc. Consulting Services	5,730.01
5265 - Discretionary	3,033.15
5270 - Prof. Development & Meetings	5,601.20

Total 5200 - Operating Expense

141,581.05

5300 - Program Expenses

5310 - Project Implementation	3,308,371.82
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Total 5300 - Program Expenses

3,308,371.82

Total Expense

4,730,516.99

Net Ordinary Income

-122,395.93

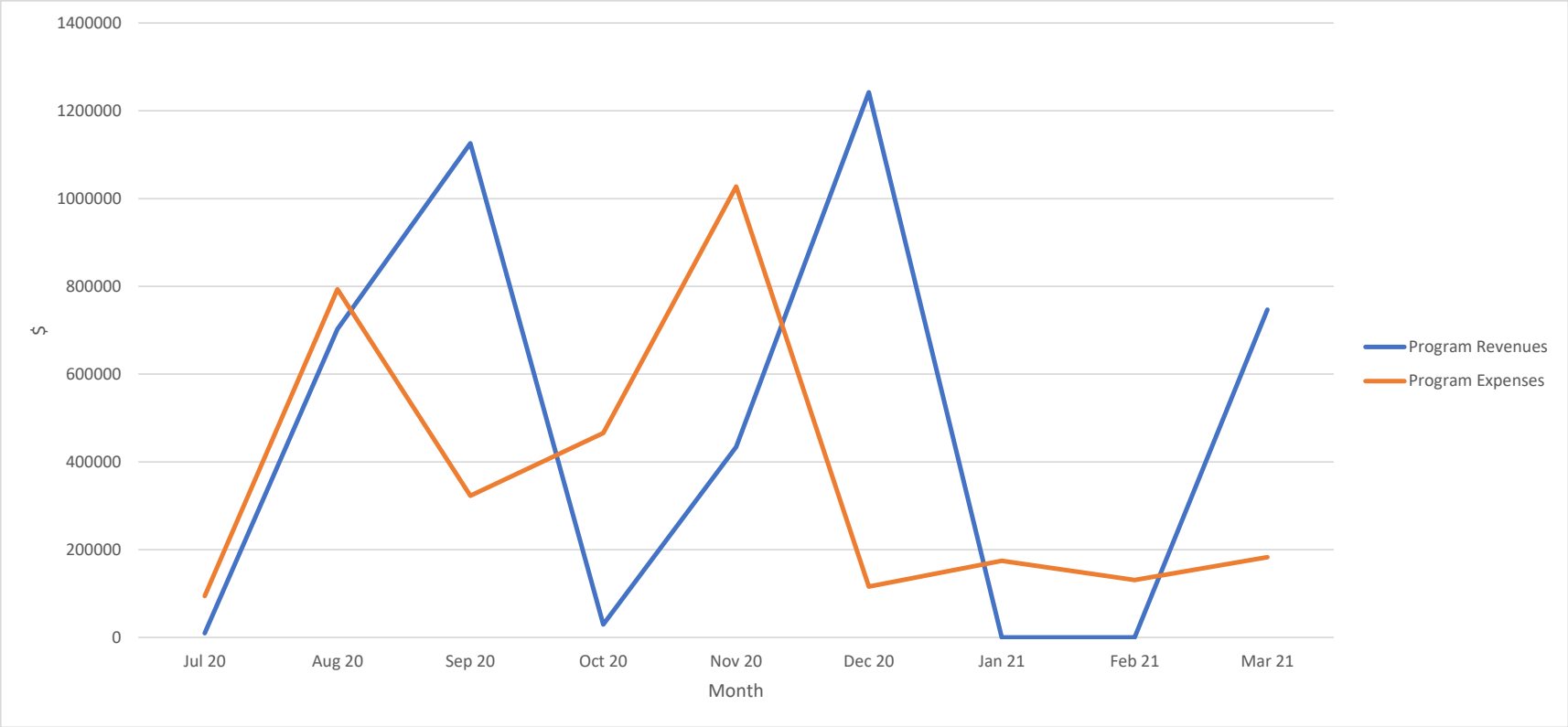
Net Income

-122,395.93

San Mateo Resource Conservation District
Profit & Loss

July 2020 through March 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	TOTAL
Ordinary Income/Expense										
Income										
4010 • Contracts	9,917.01	702,290.22	1,126,178.04	29,384.77	434,402.61	1,242,163.56	0.00	0.00	747,100.10	4,291,436.31
4020 • Donations	4,090.50	700.00	1,000.00	1,890.50	2,500.00	28,120.98	6,325.00	5,035.00	2,525.00	52,186.98
4040 • Interest	119.27	145.52	284.32	5.98	150.46	156.48	5.98	126.97	61.78	1,056.76
4055 • Property Tax	3,163.84	2,285.59	994.32	2,959.35	3,367.37	0.00	3,824.43	193.77	393.83	17,182.50
4060 • Property Sale Proceeds	0.00	0.00	0.00	0.00	0.00	12.19	0.00	0.00	185.30	197.49
4065 • SMC Operating Support	0.00	0.00	200,000.00	0.00	0.00	33,963.69	5,654.34	0.00	0.00	239,618.03
4070 • Legal Settlements	0.00	5,442.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,442.99
4080 • Stipend	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00	1,000.00
Total Income	17,290.62	710,864.32	1,328,456.68	34,240.60	440,420.44	1,304,416.90	16,309.75	5,855.74	750,266.01	4,608,121.06
Gross Profit	17,290.62	710,864.32	1,328,456.68	34,240.60	440,420.44	1,304,416.90	16,309.75	5,855.74	750,266.01	4,608,121.06
Expense										
5100 • Personnel										
5110 • Salary	111,254.05	98,477.04	102,676.75	116,501.29	119,777.42	118,825.42	120,545.51	127,255.10	125,402.08	1,040,714.66
5120 • Benefits	15,860.91	21,604.87	19,496.40	18,438.16	26,083.93	10,787.32	93,342.67	19,682.06	14,553.14	239,849.46
Total 5100 • Personnel	127,114.96	120,081.91	122,173.15	134,939.45	145,861.35	129,612.74	213,888.18	146,937.16	139,955.22	1,280,564.12
5200 • Operating Expense										
5205 • Bank Fees	0.00	0.00	78.67	6.09	420.33	-77.30	4.51	2.02	2.12	436.44
5210 • Communications	413.48	450.85	1,167.19	75.08	1,738.29	4,911.02	903.89	665.58	1,141.25	11,466.63
5215 • Dues-Membership-Subscriptions	4,775.00	100.00	2,500.00	289.00	100.00	881.00	0.00	147.00	0.00	8,792.00
5220 • Equipment	581.41	1,158.63	2,152.94	41.76	0.00	0.00	15.40	0.00	0.00	3,950.14
5225 • Information Technology	301.88	565.64	968.16	2,249.82	2,197.95	19,376.00	2,572.64	7,382.50	2,955.00	38,569.59
5230 • Insurance	0.00	0.00	0.00	0.00	0.00	864.70	95.00	0.00	0.00	959.70
5235 • Office Supplies	244.89	0.00	0.00	219.45	27.30	0.00	80.47	138.58	0.00	710.69
5240 • Rent	480.00	0.00	10,888.80	0.00	10,888.80	0.00	10,888.80	0.00	11,074.80	44,221.20
5245 • Accounting Services	0.00	1,890.00	1,605.00	765.00	7,442.00	1,755.00	738.50	2,347.00	1,350.00	17,892.50
5250 • Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	217.80	0.00	217.80
5255 • Misc. Consulting Services	0.00	0.00	0.00	0.00	5,730.00	0.00	0.00	0.00	0.01	5,730.01
5265 • Discretionary	0.00	0.00	0.00	0.00	0.00	269.83	0.00	1,242.65	1,520.67	3,033.15
5270 • Prof. Development & Meetings	238.89	75.00	23.00	1,000.00	609.00	0.00	3,500.00	84.75	70.56	5,601.20
Total 5200 • Operating Expense	7,035.55	4,240.12	19,383.76	4,646.20	29,153.67	27,980.25	18,799.21	12,227.88	18,114.41	141,581.05
5300 • Program Expenses										
5310 • Project Implementation	94,445.74	793,417.44	322,814.56	465,833.86	1,027,318.85	116,162.21	174,537.32	130,759.29	183,082.55	3,308,371.82
Total 5300 • Program Expenses	94,445.74	793,417.44	322,814.56	465,833.86	1,027,318.85	116,162.21	174,537.32	130,759.29	183,082.55	3,308,371.82
Total Expense	228,596.25	917,739.47	464,371.47	605,419.51	1,202,333.87	273,755.20	407,224.71	289,924.33	341,152.18	4,730,516.99
Net Ordinary Income	-211,305.63	-206,875.15	864,085.21	-571,178.91	-761,913.43	1,030,661.70	-390,914.96	-284,068.59	409,113.83	-122,395.93
Net Income	-211,305.63	-206,875.15	864,085.21	-571,178.91	-761,913.43	1,030,661.70	-390,914.96	-284,068.59	409,113.83	-122,395.93



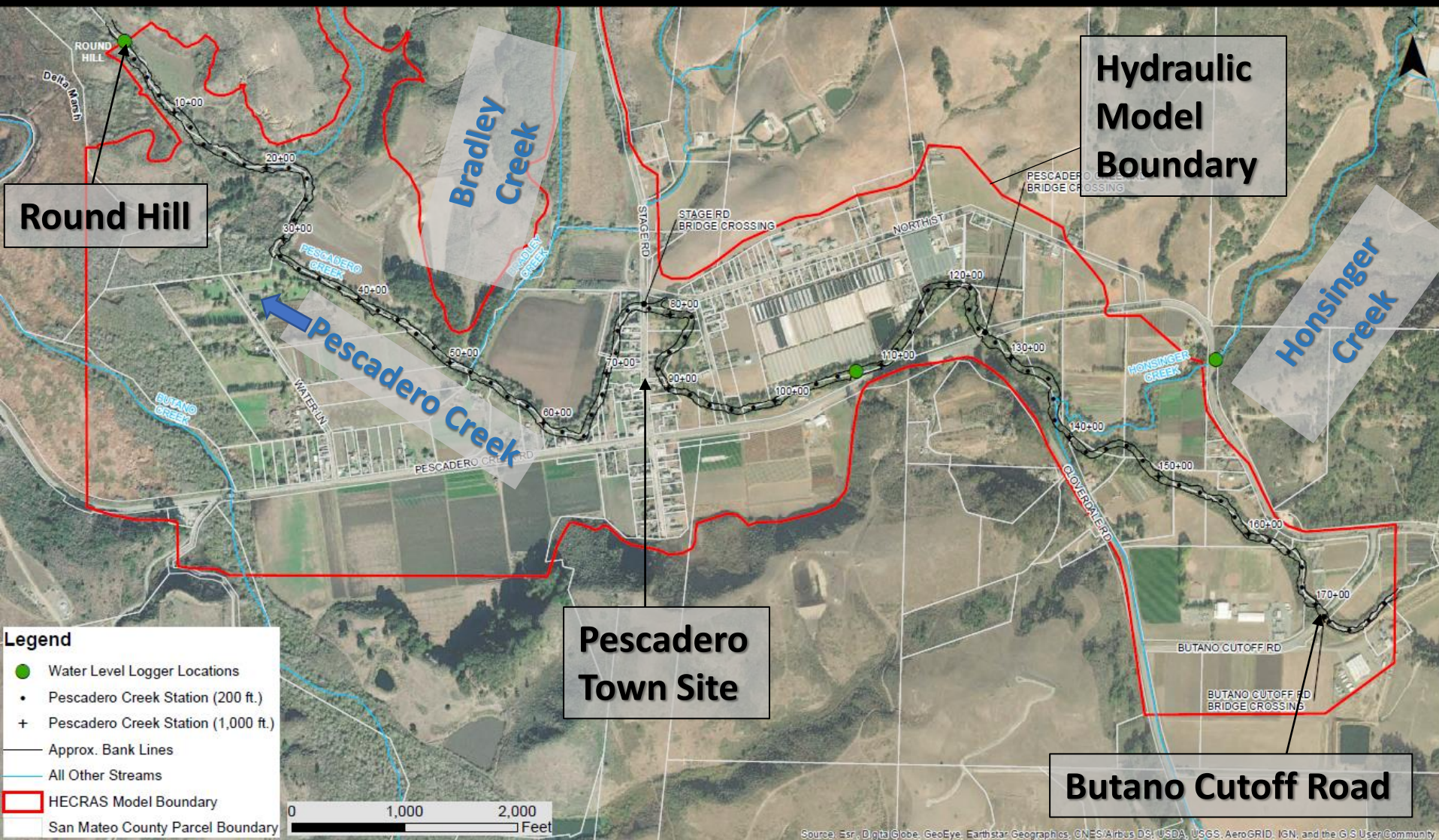
Lower Pescadero Creek Corridor Management Plan

Project Overview



May 20, 2021 – for San Mateo RCD Board of Directors

Project Area



Background and Scope

- Lower Pescadero Creek
- Coordinated management plan
- Multiple objectives
 1. Reduce flood hazards
 2. Reduce damage from bank erosion
 3. Improve in-channel habitat conditions



Outline of Presentation

Hydraulics and Flooding

Causes Bank Erosion

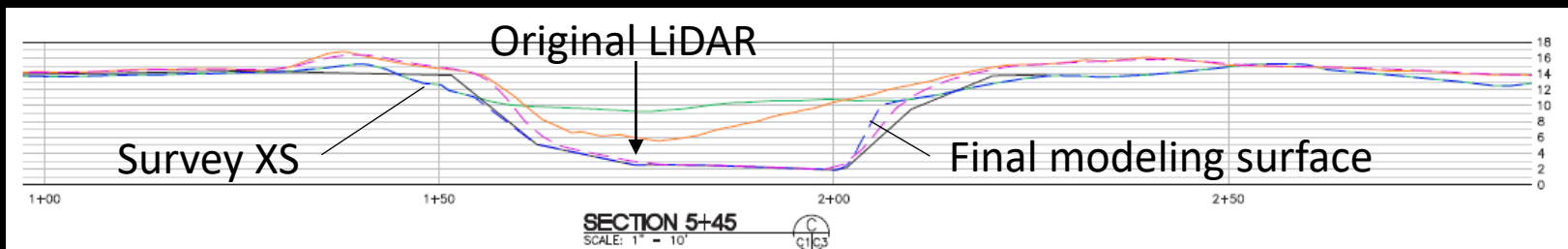
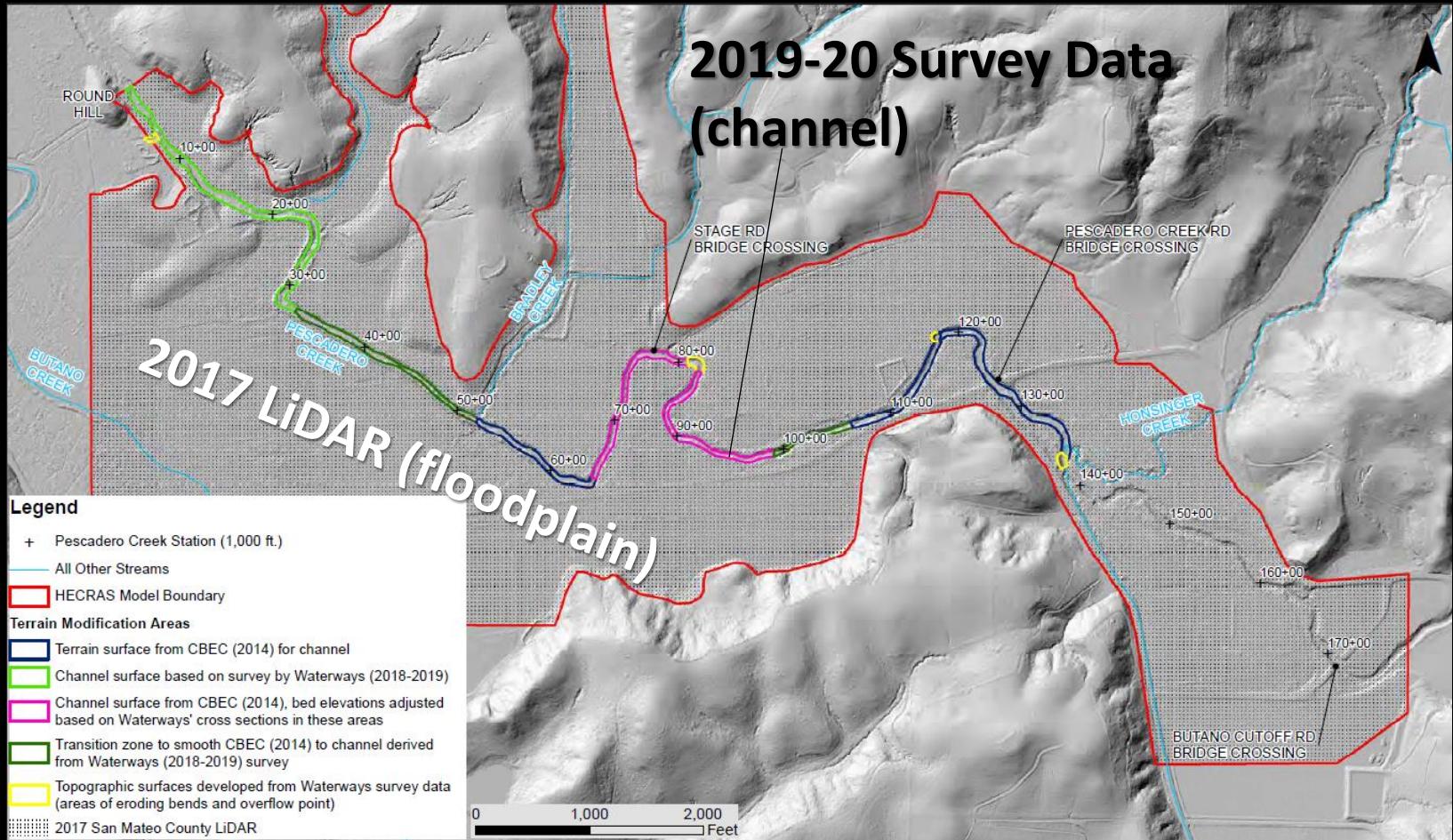
Wood in the stream

Management Strategies

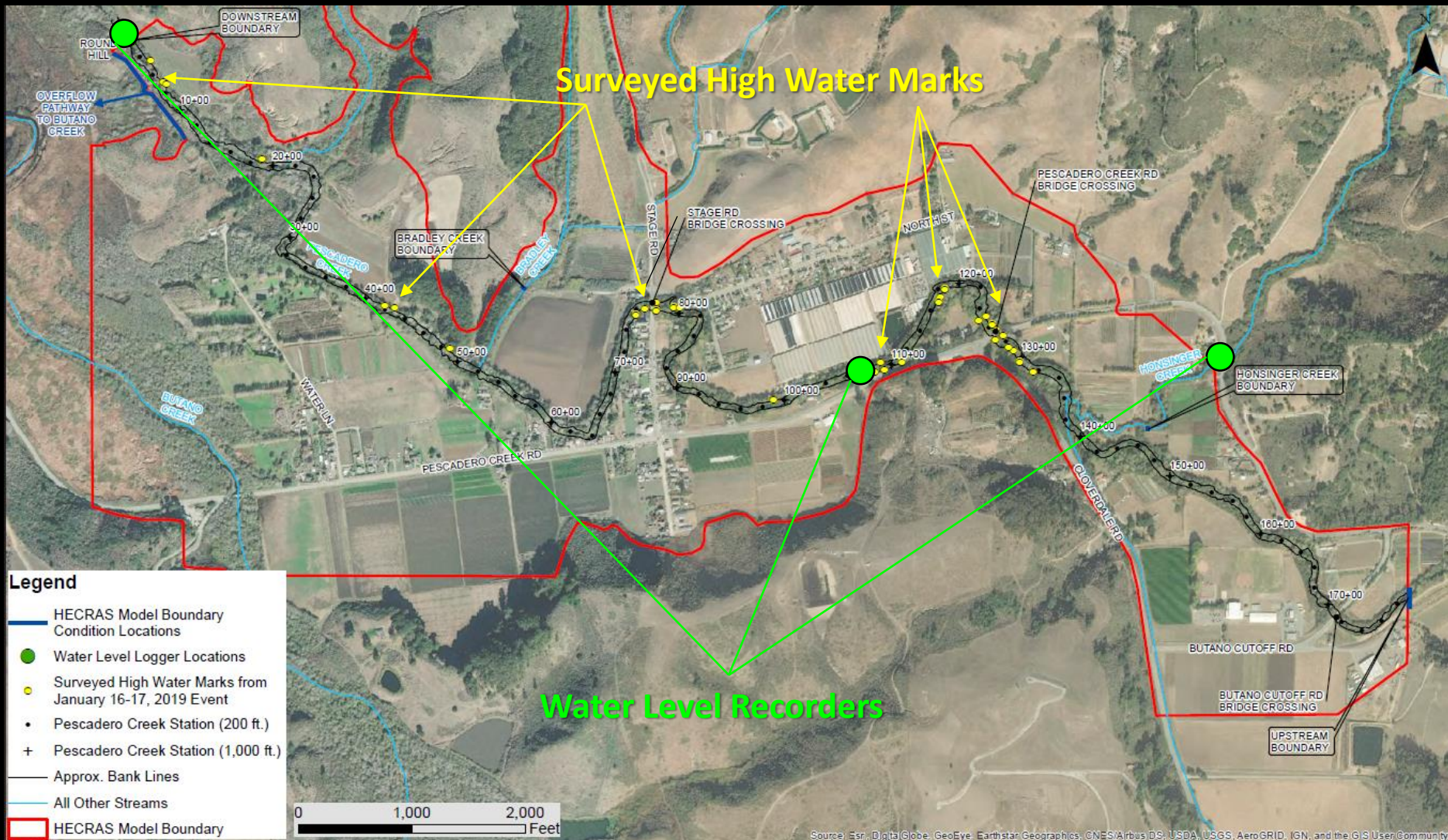
Hydraulics and Flooding

A thick, hand-drawn style orange line underlining the title.

Surveying and Mapping

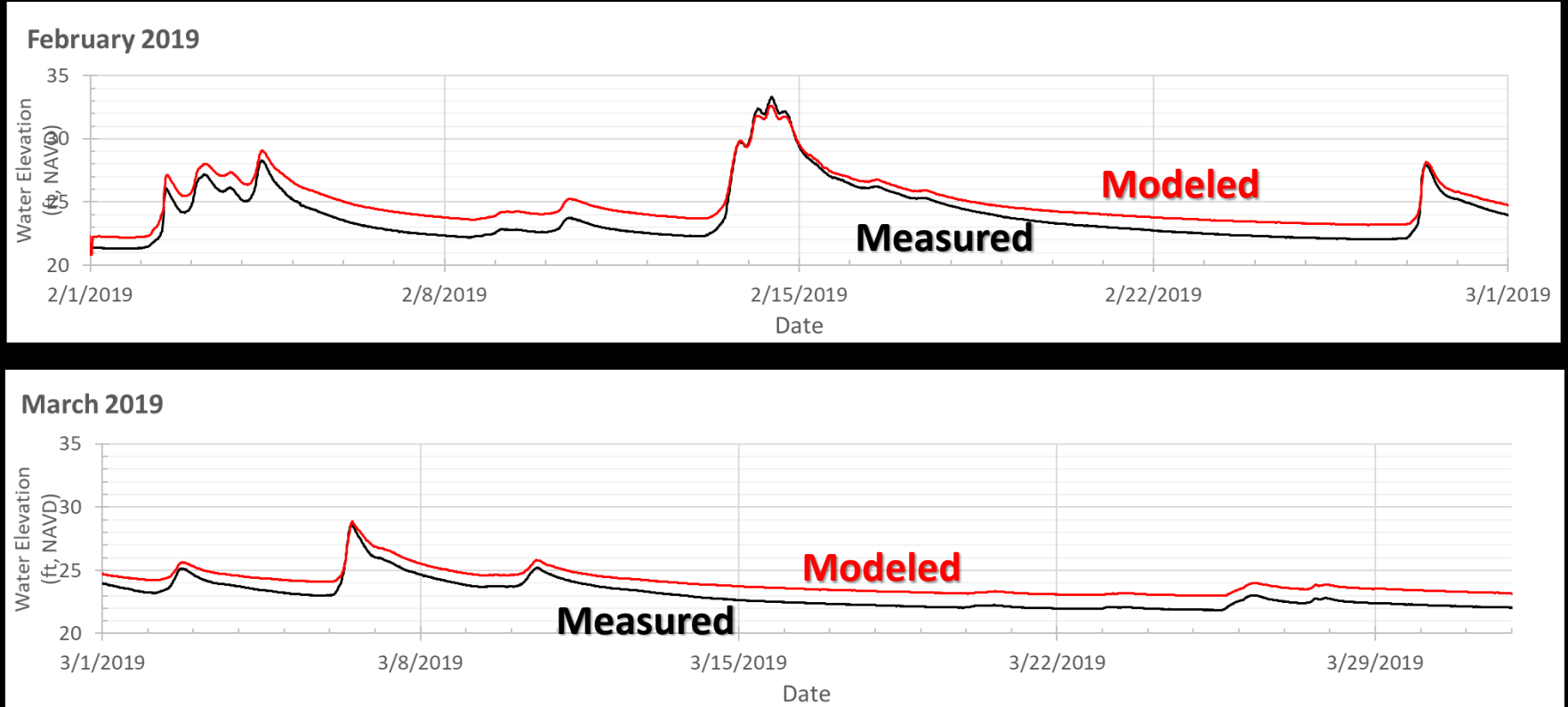


Documenting High Water Levels



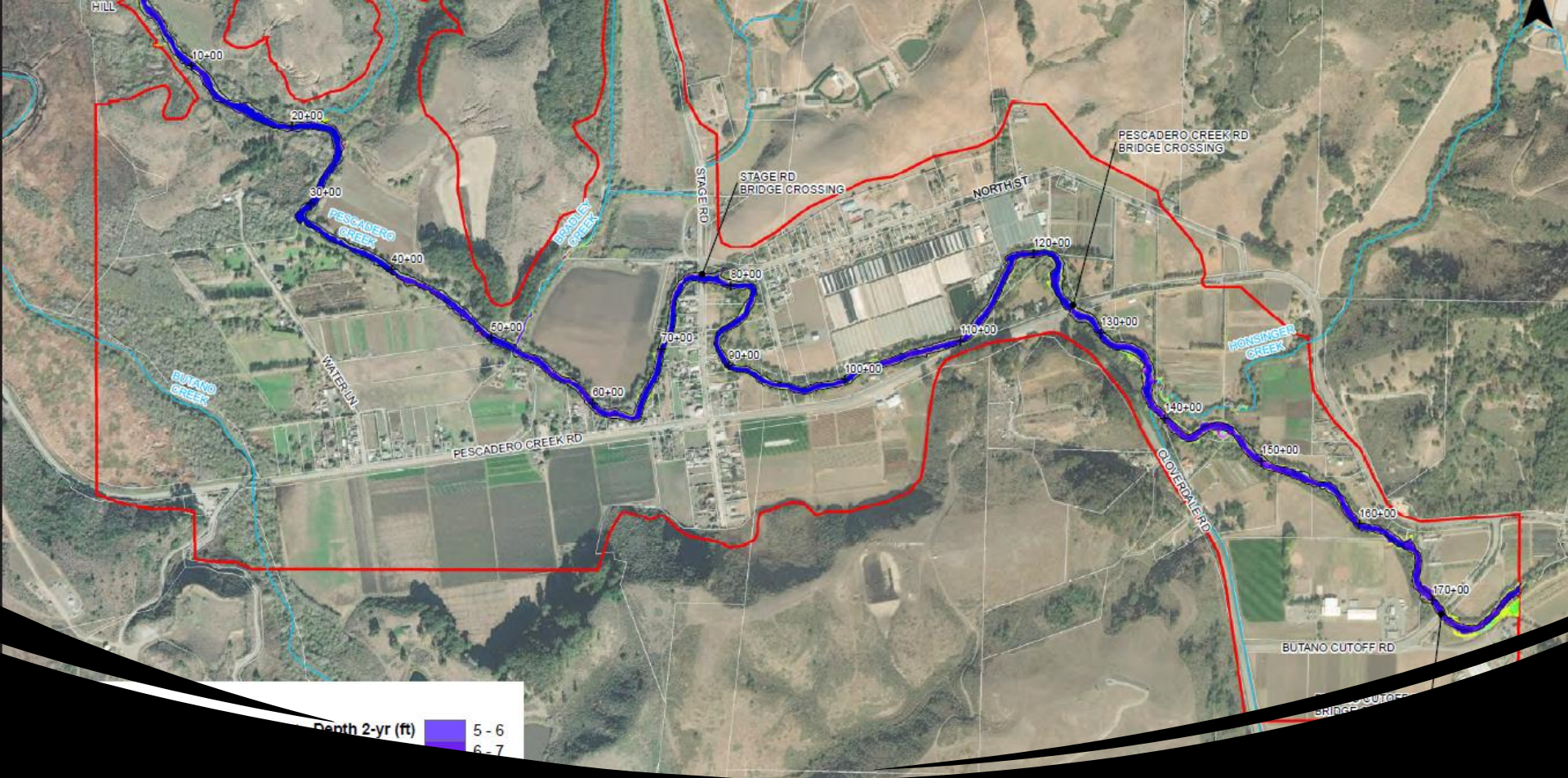
What We Found

Comparing modeled and measured water levels near town site



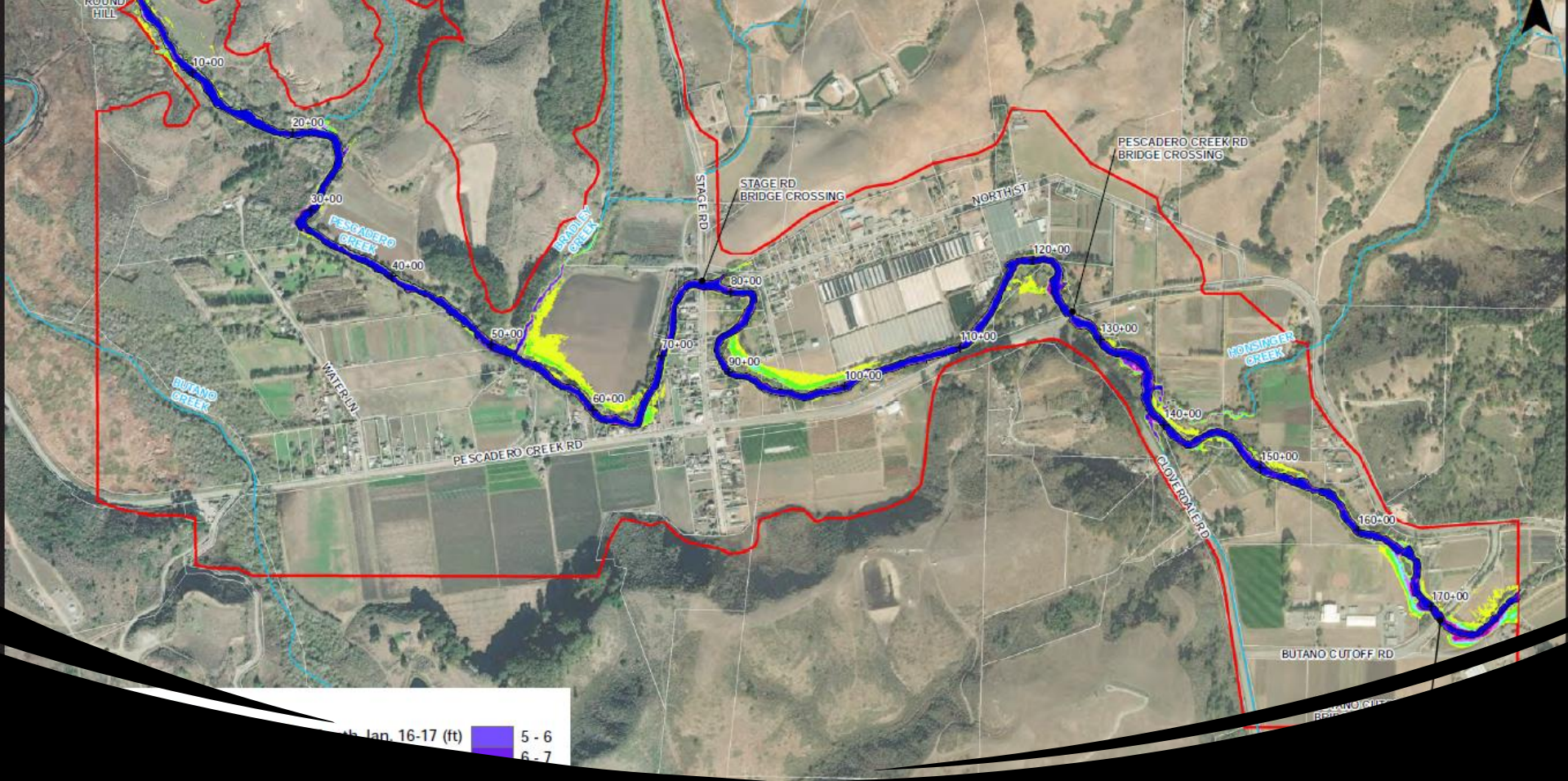
Take Aways:

- Model is generally within ~0.5 foot at high flows
- Model is more reliable at high flows than low flows
- Calibrated model does not include large wood jams



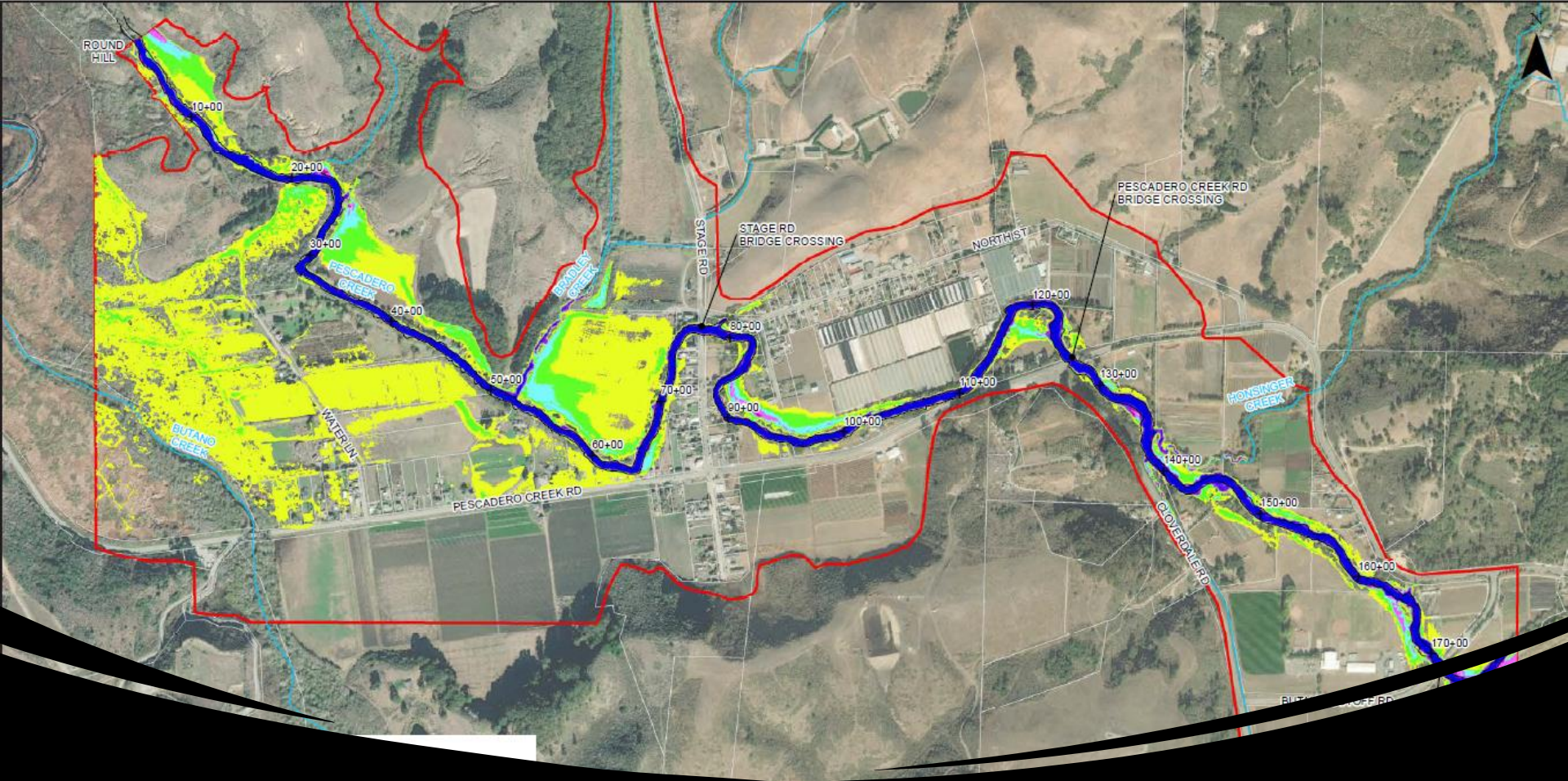
Model Results – 2-year peak flow

- 2,175 cfs



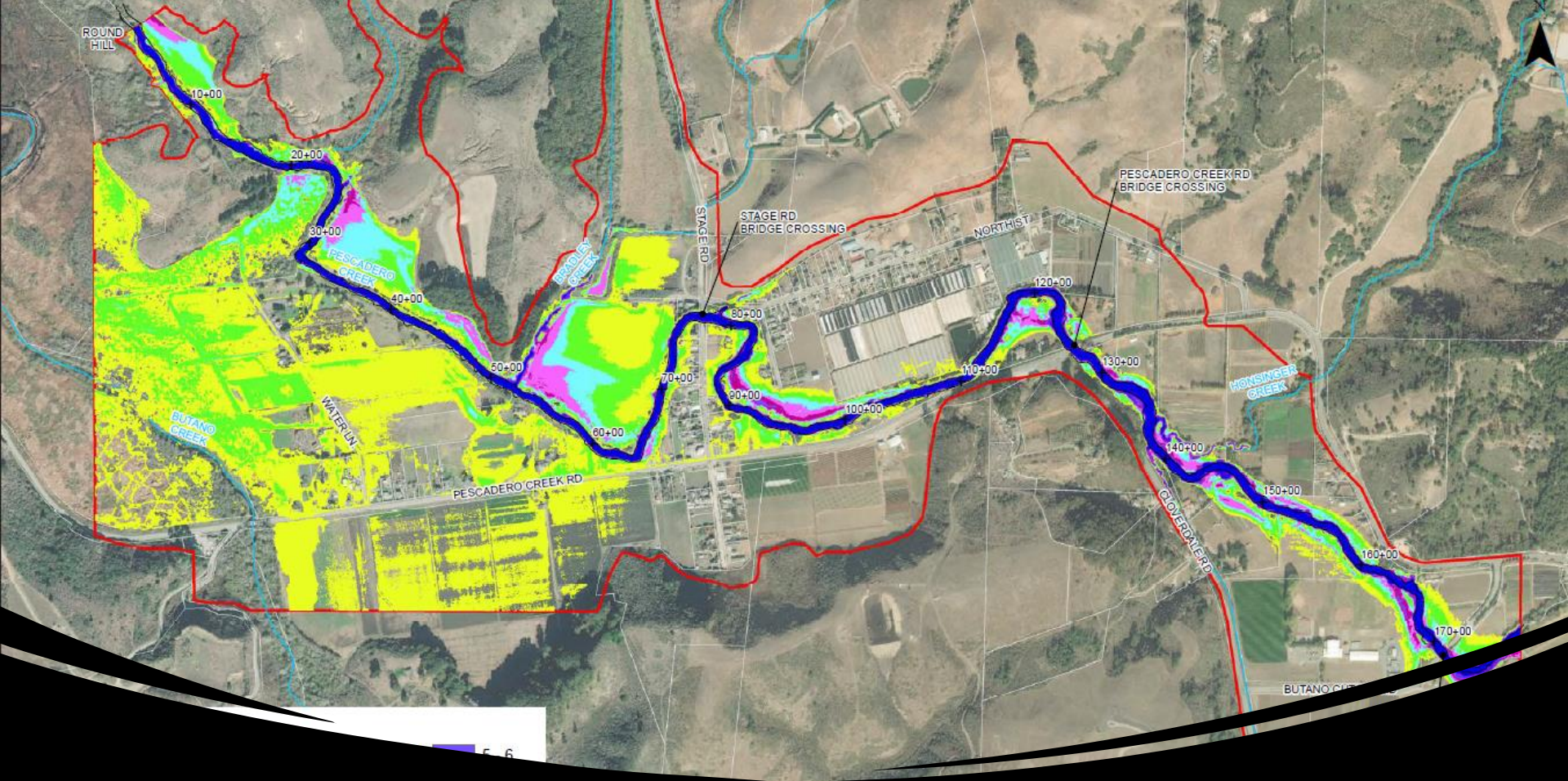
Model Results – Calibration Event (Jan. 16, 2019)

- 3,228 cfs



Model Results — 5-year peak flow

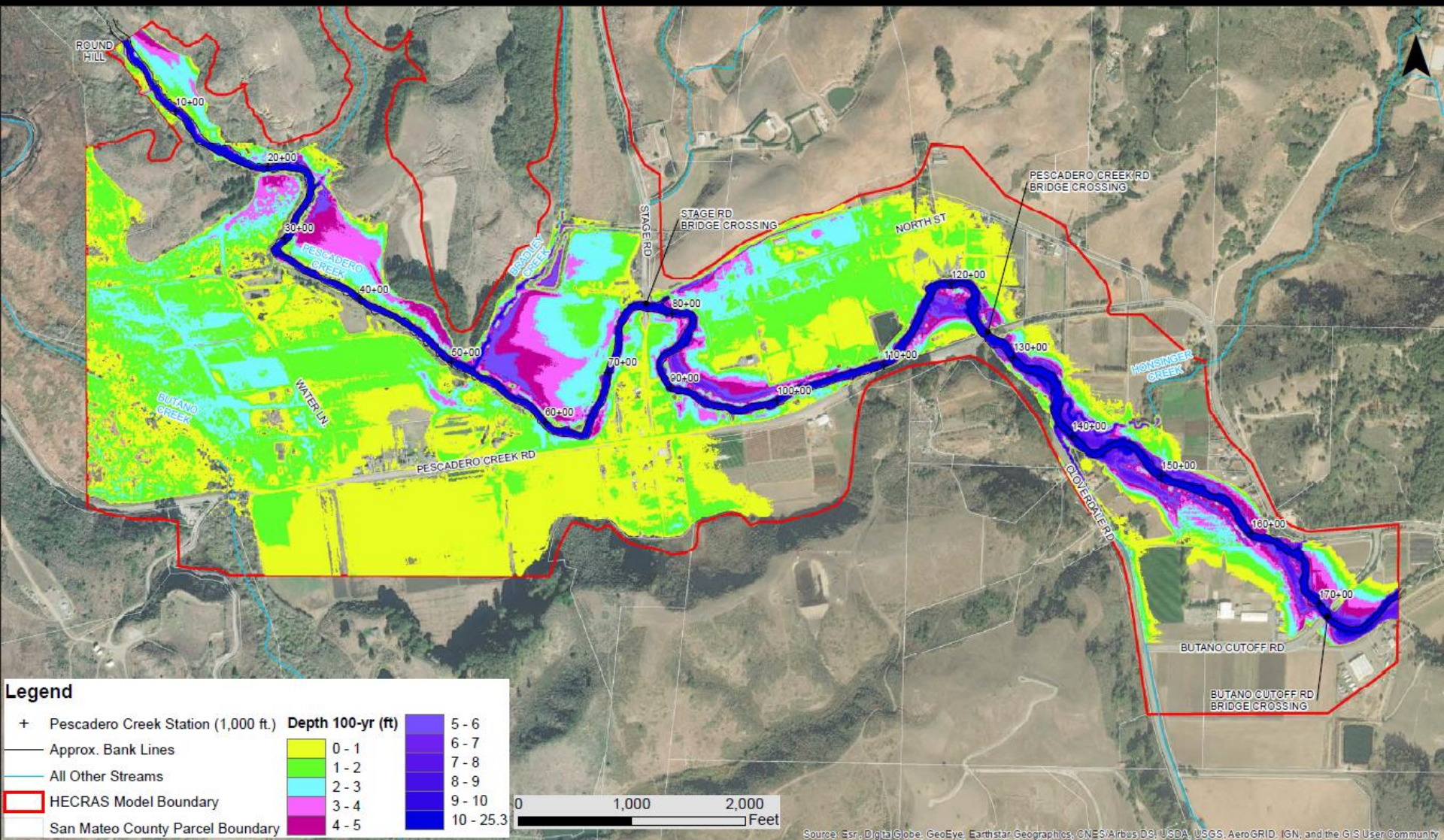
- 4,820 cfs



Model Results — 10-year peak flow

- 6,900 cfs

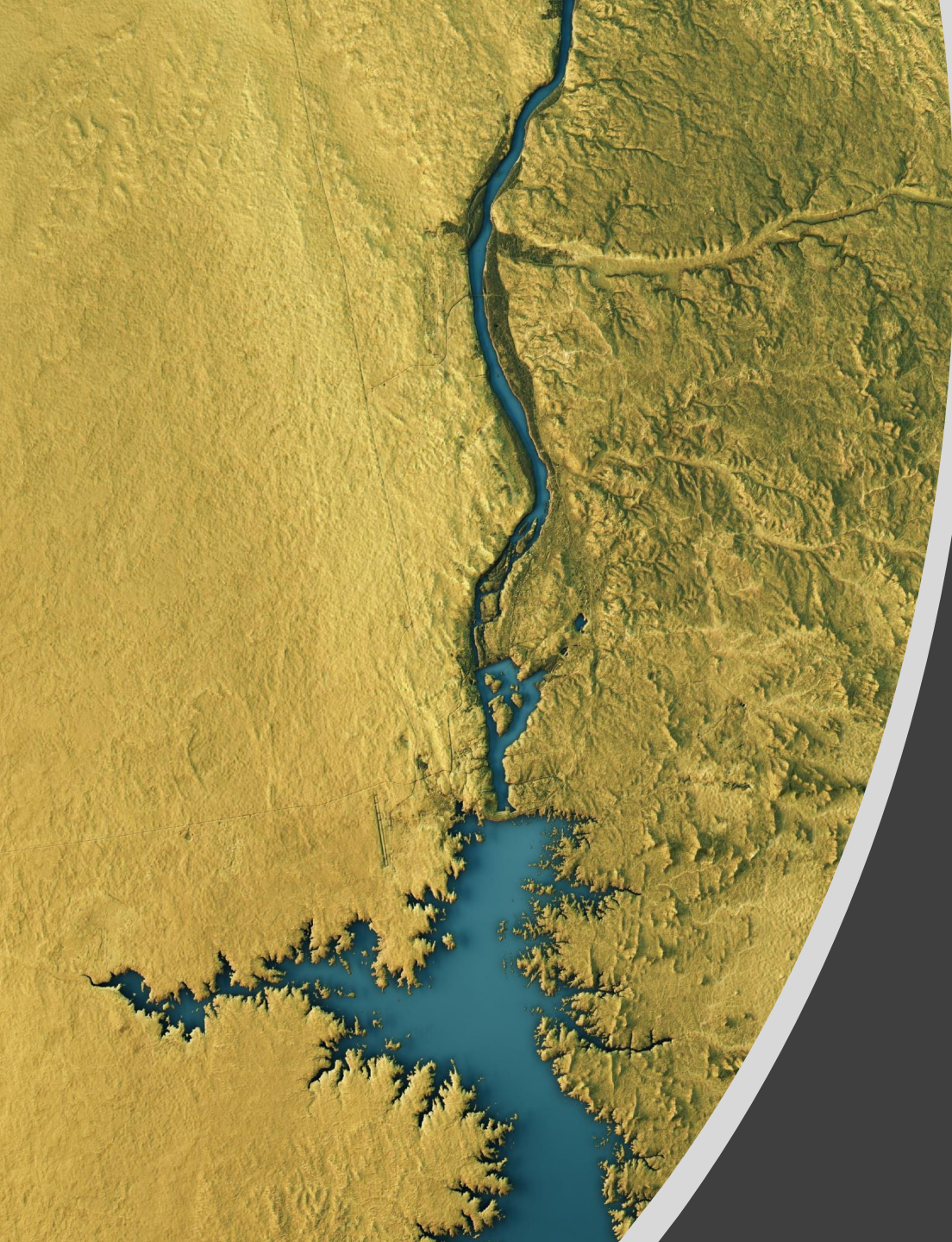
Model Results – 100 peak flow



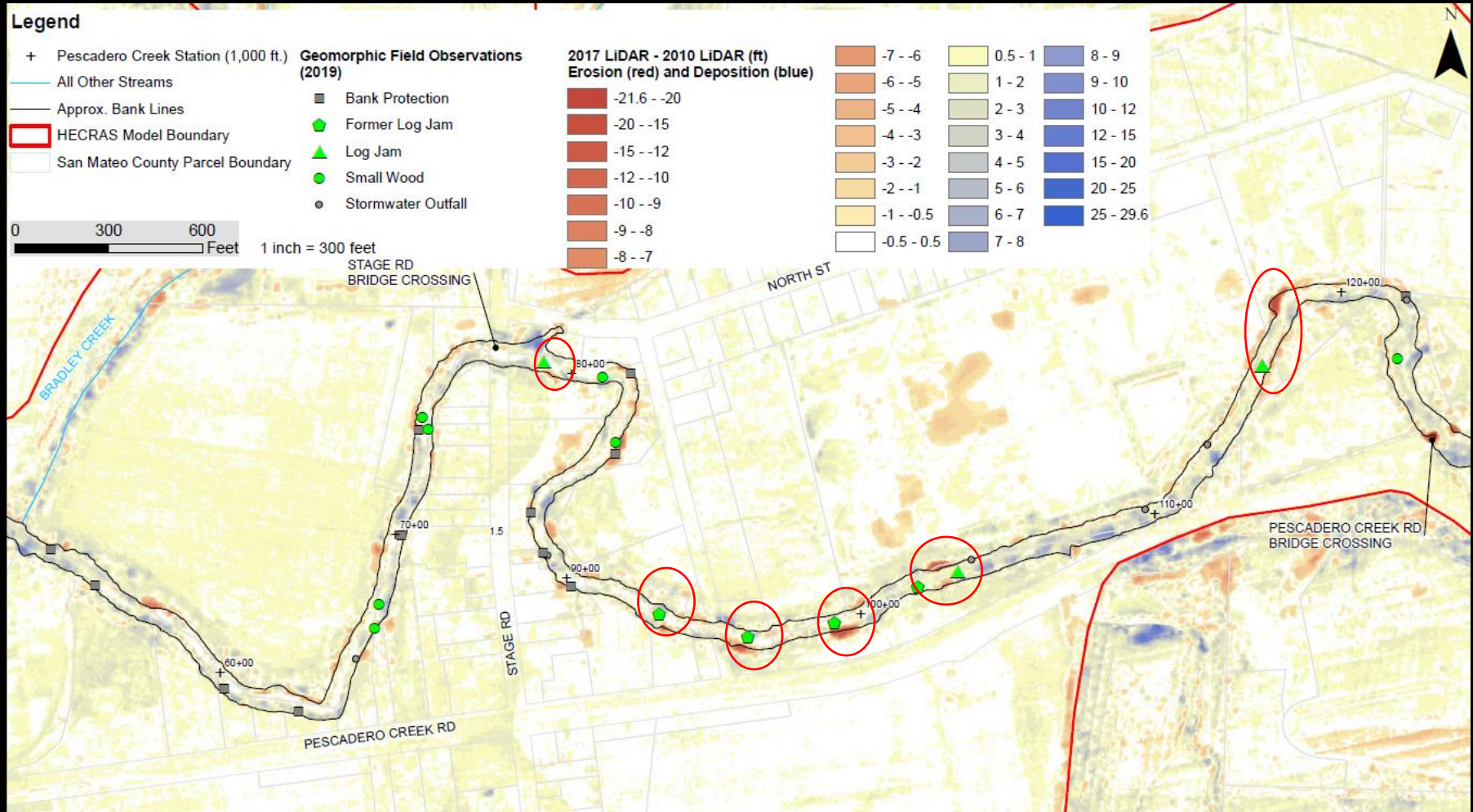
13,900 cfs

13

Geomorphology



Log Jams, Erosion, and Habitat



Take aways:

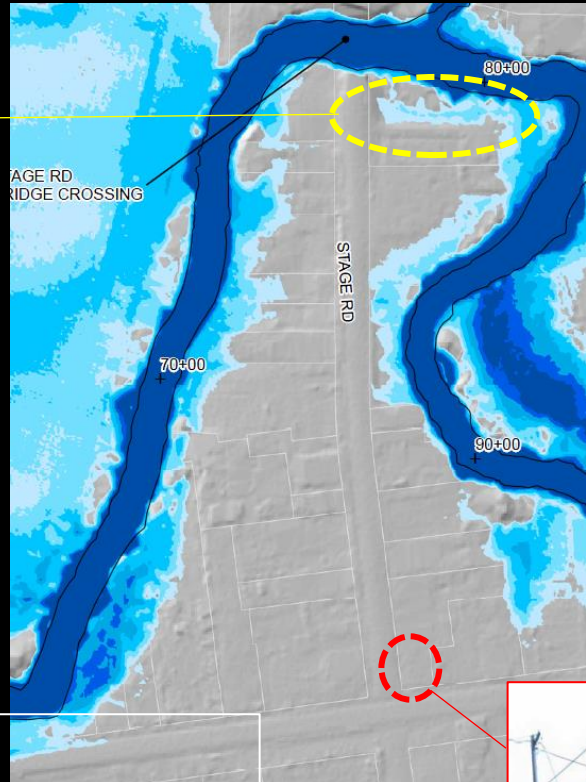
- Bank erosion does not correlate well with areas of high shear stress
- There is a very strong correlation between log jams and bank erosion
- Log jams improve habitat locally but also contribute to flooding and bank erosion

Effect of Log Jams on Town Flooding

No Log Jams in Model

With Simulated Log Jams

February 2017 Flood (5,670 cfs)

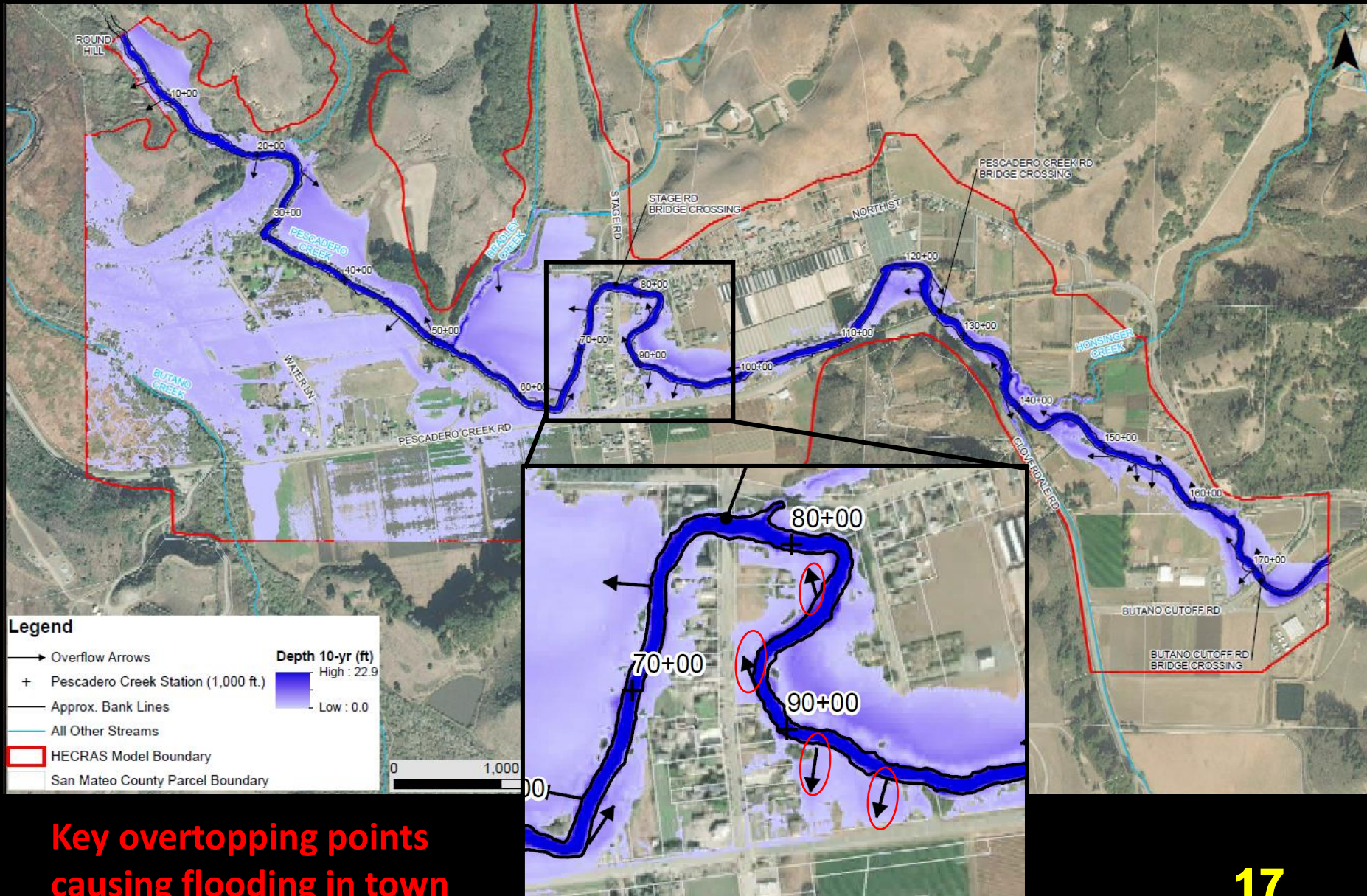


Take aways:

- Model cannot accurately reflect observed flooding in town unless log jams are accounted for
- For the same size flood, log jams can significantly increase extent and severity of flooding in town site



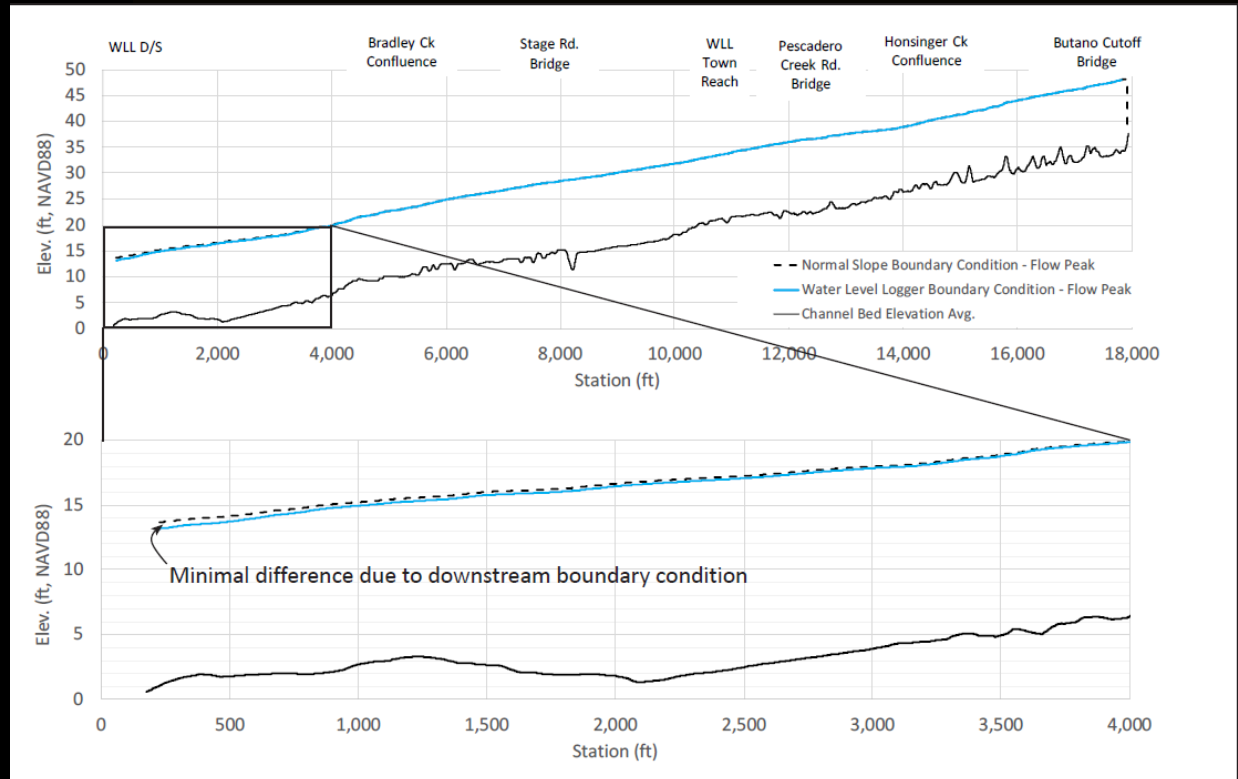
Key Overtopping Locations



**Key overtopping points
causing flooding in town**

Effect of Tides

- Take aways:
- Tidal impact on flooding in Pescadero town is negligible
- Effects of sea level rise on floods not likely to be felt at the town site











Key Take Aways

Flooding

- Focus on reducing flooding in moderately large flood events (5 to 10-year recurrence interval). It's unrealistic to expect to have impact in extreme events.
- Wood jams are a significant factor contributing to flooding in moderate events in town reach.
- Increasing floodplain storage may help reduce flood impacts in moderate events.

Bank erosion

- Wood is complicated: removing wood has accelerated erosion from unprotected banks and log jams have accelerated erosion.
- Bank erosion in some areas is a hazard. In others, it can be beneficial.

Habitat

- Channel incision and wood removal has harmed habitat.
- Adding wood in areas where it does not pose a hazard would improve habitat.
- Increasing floodplain connectivity in some places could benefit habitat and reduce flooding.

Enhancement Reaches

- Different objectives in different subreaches

How to contact
me for follow up
questions:

joe@sanmateoRCD.org



Memorandum

Date: May 20, 2021
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to contract with Hanford ARC for the Butano Creek Channel Stabilization and Habitat Enhancement at the Cloverdale Bridge Project

RCD staff recommends the board of directors approve contracting with Hanford ARC¹ to construct the Butano Creek Channel Stabilization and Habitat Enhancement at the Cloverdale Bridge Project (Project) during the summer of 2021 for an amount not to exceed \$1,736,472.

The Project will reverse channel incision to address significant structural deficiencies related to pier scour and bank erosion at the bridge. The Project will also improve instream habitat complexity such as pools, cover, and refugia for salmonids and other aquatic species along the 625-ft project reach of Butano Creek.

The Project will: 1) raise the channel bed with engineered streambed material (ESM) along a 625-foot reach of Butano Creek, 2) install rock slope protection around the bridge piers and streambanks directly adjacent and downstream of the bridge, 3) constructing rock buttress to repair a recent bank failure immediately upstream of the bridge on the north bank, 4) installing four approximately 50-foot-long habitat enhancement pools with large woody debris and boulders downstream of the bridge, 5) conducting erosion control and revegetation activities.

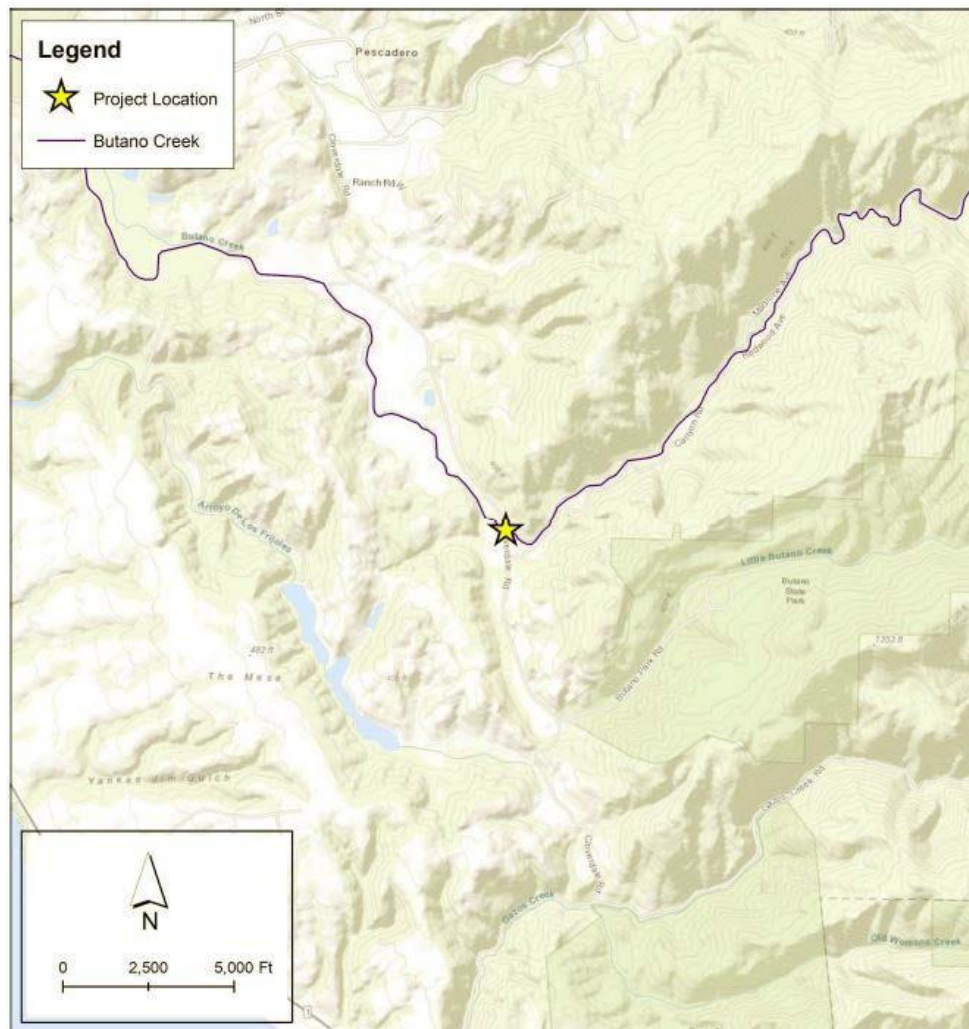
A Request for Bids was distributed to seven qualified firms, posted on the RCD's website, and published in the Half Moon Bay Review and two trade journals. Fifteen firms attended a mandatory pre-bid site tour on April 19, 2021. Four firms submitted bids. All were deemed complete and submitted by the deadline; Hanford ARC, Brannon Corporation, Storesund Construction and L.D Giacomini Inc. Bids were opened during a public bid opening. Bid amounts were as follows: Hanford ARC (\$1,736,472), L.D Giacomini Inc. (\$1,896,185), Brannon Corporation (\$2,296,425), and Storesund Construction (\$2,894,705). RCD staff reviewed Hanford ARC's bid documents and determined that Hanford ARC is the lowest responsible bidder for the Project.

¹ <https://hanfordarc.com/>

RCD staff recommends contracting with Hanford ARC for the following reasons:

- Hanford ARC was the lowest cost responsible bidder.
- The bid package was complete and submitted by deadline.
- The bid questionnaire that was submitted to the RCD regarding Hanford ARC's approach to Project implementation was thorough, well planned, and aligned with the RCD's goals for the Project.
- The firm has excellent references and has completed several projects successfully for the RCD.

Location Map



Memorandum

Date: May 20, 2021
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to Contract with Waterways Consulting Inc. for Engineering Oversight of the Butano Creek Channel Stabilization and Habitat Enhancement at the Cloverdale Bridge Project

RCD recommends contracting with Waterways Consulting, Inc. for an amount not to exceed \$90,075.40 for engineering oversight and support during construction of the Butano Creek Channel Stabilization and Habitat Enhancement at the Cloverdale Bridge Project. The scope of work includes final design revisions, construction bid support, pre-construction services, engineering oversight during construction, and as-built surveys/project completion letters. This would be a sole source contract.

The Project will address channel incision and instream habitat complexity along the reach of Butano Creek at the Cloverdale Road bridge. This will be accomplished by reversing incision that will directly address significant structural deficiencies related to pier scour and bank erosion at the bridge. The Project will also improve instream habitat complexity by providing enhancement in terms of pools, cover, and refugia for salmonids and other aquatic species along the 625-ft project reach of Butano Creek.

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 Waterways meets this criterion, as the company:

- designed the project and oversaw hydrologic modeling and geotechnical investigations;
- was subsequently therefore written into the grant application as the engineering firm to oversee construction activities;
- has collected data in the project area as well as in other portions of Butano Creek and has established relationships with the landowner and upstream neighbors where construction will take place; and
- is able to efficiently conduct engineering oversight of the project as they are uniquely familiar with the designs and project site.

Memorandum

Date: May 20, 2021
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to contract with Mountain F. Enterprises Inc. for the Huddart and Wunderlich Forest Health and Fuel Reduction Projects

Pending completion of reference checks, RCD staff recommends the Board of Directors approve contracting with Mountain F. Enterprises Inc.¹ for implementation of the Huddart and Wunderlich Forest Health and Fuel Reduction Projects for an amount not to exceed \$1,115,550. The scope of work primarily includes mechanical mastication to remove understory vegetation over 402 acres across both parks.

Huddart and Wunderlich Forest Health and Fuel Reduction Projects will improve forest health through mechanical thinning of vegetation and pest management for Sudden Oak Death in both County Parks. These treatments will improve forest health conditions and benefit ecosystem services, while reducing wildfire risk, increasing carbon sequestration, and reducing the likelihood of a catastrophic emission of carbon.

A Request for Bids (RFB) was distributed to over 30 qualified firms, posted on the RCD's website, printed in the Half Moon Bay Review, and distributed to two trade journals. Eight firms attended a mandatory pre-bid site tour. Six completed the tour and were eligible to bid on the project. Four of the six firms submitted bids. All were complete and submitted by the deadline. Bids were opened during a public bid opening held on May 11, 2021 with the following results: Mountain F. Enterprises Inc. (\$1,115,550), RJW Enterprises Inc. (\$1,206,253), L.D Giacomini Inc. (\$1,317,453.64), and Brush Hog Tree Care LLC. (\$1,820,000). RCD staff reviewed Mountain F. Enterprise's bid documents and have determined that Mountain F. Enterprises Inc. is the lowest responsible bidder for the project.

RCD staff recommends contracting with Mountain F. Enterprises Inc. for the following reasons:

- Mountain F. Enterprises is the lowest cost responsible bidder.
- The bid package is complete and submitted by deadline.
- The firm has good references and has completed several projects successfully throughout the Bay Area including with the project partner, San Mateo County Parks, at Huddart County Park.

¹<https://mtfent.com/>

Location Map

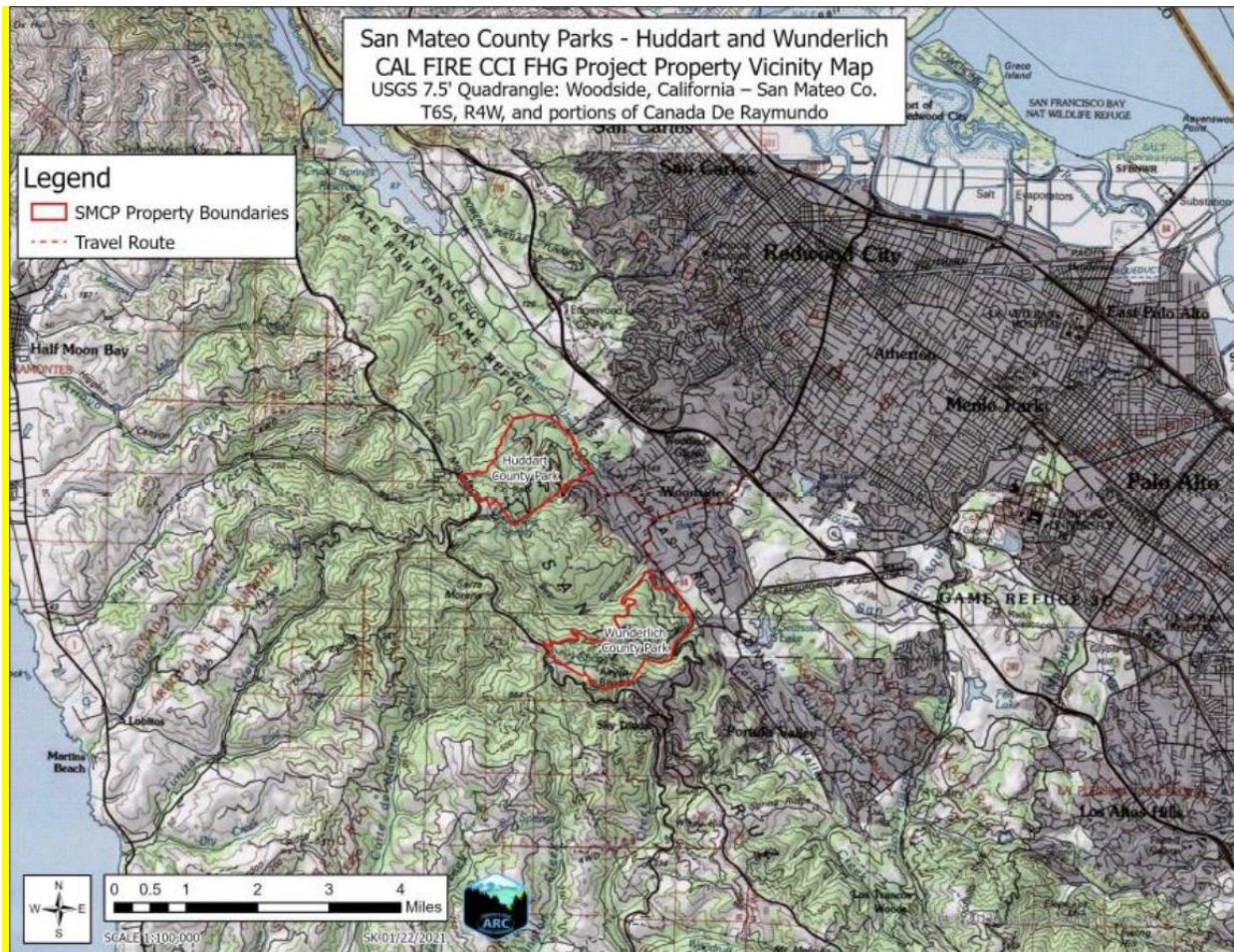


Exhibit A

Mountain F. Enterprises Inc.

RESOLUTION 2021-3**A RESOLUTION AUTHORIZING EXECUTION OF STATE COASTAL
CONSERVANCY GRANT AGREEMENT FOR FUEL BREAKS AT QUARRY PARK
FOR COMMUNITY FIRE RESILIENCY**

WHEREAS, the San Mateo Resource Conservation District is a Special District organized under Division 9 of the California Public Resources Code with an original petition granted on July 1, 1939 and is defined in Section 3501 of the Government Code as a public agency; and

WHEREAS, the Legislature of the State of California has established the State Coastal Conservancy ("Conservancy") under Division 21 of the California Public Resources Code, and has authorized the Conservancy to award grants to public agencies and nonprofit organizations to implement the provisions of Division 21; and


WHEREAS, the Conservancy has solicited grant applications under its Forest Health and Wildfire Resilience Program and intends to meet on June 7, 2021 to authorize projects for grant funding; and

WHEREAS, San Mateo Resource Conservation District intends to carry out "Fuel Breaks at Quarry Park for Community Fire Resiliency" ("the Project"), for which it has applied to the Conservancy for grant funding; and

WHEREAS, if the Conservancy authorizes a grant for the Project, the Conservancy will require San Mateo Resource Conservation District to enter into a grant agreement setting forth terms and conditions of Conservancy funding;

NOW, THEREFORE, be it resolved that the San Mateo Resource Conservation District hereby approves the filing of an application for a Conservancy grant for the Project and authorizes Kellyx Nelson, Executive Director, to act as its representative and to negotiate and execute on its behalf a grant agreement and any amendments thereto setting forth the terms and conditions of grant funding and any other contracts necessary to comply with the Conservancy's grant requirements.

The foregoing resolution was approved and adopted on May 20, 2021, by the Board of Directors of the San Mateo Resource Conservation District.



Barbara Kossy, President

5/21/21

Date

RESOLUTION 2021-4**AUTHORIZING APPLICATION TO THE CALIFORNIA CLIMATE INVESTMENT
FOREST HEALTH GRANT PROGRAM FOR FOREST HEALTH TREATMENTS AT
BUTANO STATE PARK AND POST FIRE DIGITAL IMAGERY AND LIDAR DATA
COLLECTION**

WHEREAS, the San Mateo Resource Conservation District is a Special District organized under Division 9 of the California Public Resources Code with an original petition granted on July 1, 1939 and is defined in Section 3501 of the Government Code as a public agency; and

WHEREAS, the Governor of the State of California in cooperation with California State Legislature has enacted State of California Climate Investment, which provides funds to the State of California and its political subdivisions, including forest health programs; and

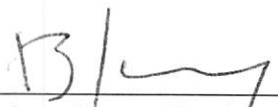
WHEREAS, the State Department of Forestry and Fire Protection (CAL FIRE) has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program; and

WHEREAS, the San Mateo Resource Conservation District requests to submit a proposal to the California Climate Investments Forest Health Grant Program is submitting an application to the CAL FIRE California Climate Investment Forest Health Grant Program to fund implementation of forest health treatments at Butano State Park and post-fire digital imagery and LiDAR data collection by the Santa Cruz Mountain Stewardship Network; and

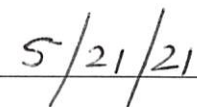
WHEREAS, the State Department of Forestry and Fire Protection requires certification by resolution from the governing body of the grant applicant before submission.

NOW, THEREFORE, BE IT RESOLVED that the San Mateo Resource Conservation District Board of Directors hereby authorizes the submission of a proposal to the California Climate Investments Forest Health grant program, and there are no conflicts of interest for members of the Board of Directors or staff in submitting this proposal.

The foregoing resolution was approved and adopted on May 20, 2021, by the Board of Directors of the San Mateo Resource Conservation District.



Barbara Kossy, President



Date