



SAN MATEO
RESOURCE
CONSERVATION
DISTRICT

Regular Meeting of the Board of Directors

Thursday June 22, 2023

4:00 – 6:00 pm

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

and via Zoom at: <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 §54954.2.
5. Consent Agenda <u>The Board of Directors approves:</u> 5.1. May 18, 2023 Draft Regular Minutes 5.2. June 1, 2023 Draft Special Meeting Minutes
6. Regular Agenda with Estimated Starting Times 6.1. Board will consider approval of Fiscal Year 2024 Draft Financial Budget. 6.2. USDA NRCS (Natural Resources Conservation Service) report 6.3. Executive Director's report 6.4. Directors' connection and reports
7. Adjourn Meeting The next Regular Meeting of the Board of Directors will be July 20, 2023

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 as 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
Thursday, June 22, 2023**

4:00 – 6:00 pm

**Location: 80 Stone Pine Road, Suite 100, Half Moon Bay, CA 94019
and via Zoom at: <https://us02web.zoom.us/j/89675733636>**

Directors: Michelle Weil (chairing), Adrienne Etherton, Steve Stielstra, Barbara Kossy (remote)

Associate Directors: John Keener, John Wade

RCD staff: Kellyx Nelson, Lau Hodges, Jarrad Fisher, Adria Arko

NRCS staff: Jim Howard

Guests: Casandra Matter (Aide to Supervisor Ray Mueller)

1. Call to Order

Weil called the meeting to order at 4:01 p.m.

2. Approval of Agenda

ACTION: Etherton moved to approve the agenda, Stielstra 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

ACTION: Etherton moved to approve the consent agenda, Stielstra seconded. Motion passed unanimously.

6. Regular Agenda

6.1 Board will consider approval of Fiscal Year 2024 (FY24) Draft Financial Budget.

- Nelson reviewed the budget process, projected end-of-year financials, and proposed budget for FY '24, including:

- The RCD has a zero-based, or service-based, budget. Because we are predominantly grant funded as opposed to a larger unrestricted fund, we must build our budget from scratch each year based on what work is happening and what the grant-based revenues and expenses are.
- She reviewed the proposed budget, including programs and operating expenses, personnel costs, and comparisons between FY' 23 and FY '24.
- The proposed \$250K allocation to the operating reserve would bring the RCD to our target of being able to sustain basic operations and employment, if all grants were frozen, for 6 months to a year. This target was set after the 2008 recession and California budget crisis that resulted in stop work notices on the majority of our grants.
- FY'23 will likely end 35% lower than expected on both revenue and expenses; there is not a concern as long as the shortfall is mirrored on both sides of the balance sheet. This is a common theme for the RCD, as there is always uncertainty in the dynamic work we do. The primary concern is that expenses are not greater than revenues, regardless of the overall amount.
- Each significant variance was reviewed, including staffing transitions, the need to focus on services addressing the 2023 storms and flooding, and certain projects being pushed to FY'24.
- Project managers develop their project-specific budgets which are then aggregated to form the basis of the overall budget. This process also helps supervisors and program managers project staff deployment and make critical course corrections.
- The proposed budget includes a 6.5% cost of living adjustment (COLA) for staff salaries and 5% allocation to staff 401Ks.
- The County's 200K operating support was critical in closing the gap and covering administrative and other costs that were not funded by grants.
- Directors Stielstra and Weil, members of the Finance Committee, offered their reflections on the budget and budget process and their participation in it.
- Keener asked if the RCD would be receiving more money from San Mateo County in tax revenue after the work staff had done with the Local Area Formation Commission (LAFCo); Nelson explained that work did not increase the RCD's tax base.
- **ACTION:** Stielstra moved to approve the FY24 Draft Financial Budget, Etherton seconded. Motion passed unanimously.

6.2 USDA NRCS (Natural Resources Conservation Service) report

- No report given due to Howard needing to step out early.

6.3 Executive Director's report

- Nelson will be on vacation for two weeks.
- It's construction season. A number of projects are in their implementation phases, as well as biological and cultural resource monitoring.
- Barb Kipreos, RCD Engagement Officer, is working the Amah Mutsun Land Trust 25% of her time to help them revive their Native Stewards Program.

- Upcoming community engagement: La Honda Fair, South Skyline Fire Safe Council's Fire Awareness Event, UC Elkus Range Camp (the RCD is hosting a day and sponsoring a Pescadero camper), Pescadero Arts and Fun Festival will be in August 2023.
- Nelson and Arko are planning the RCD's first ever donor tour and will be reaching out to directors for help.
- Staff has made great progress on the 15-year Impact Report and hope to complete it by the end of July.
- The newsletter just went out and moving forward staff has set the goal of four e-news and two solicitations per year. Nelson requested directors forward newsletters on to their networks. Weil asked how the RCD 'grows' the distribution list. Nelson explained it was very grass rootsy and as staff go contacts.
- It is the first summer in recent years the RCD doesn't have a Puente intern. Staff is thinking about how to get next year's students excited to work here.
- Through her work with Cutting Green Tape Nelson is helping plan a statewide summit in October for all regions of the California Department of Fish and Wildlife and each Regional Water Quality Control Board embrace the initiative and better align with each other.
- Staff is planning to overhaul website content, including project fact sheets. Nelson hoped Weil and Kossy might help move that project forward. Weil had feedback regarding better alternatives to pdf links.
- The employee at San Mateo County who was helping secure the RCD's funding for the log jam work is out on leave and staff is working to finalize the contract in his absence.
- Congresswoman Anna Eshoo reached out the RCD for input on the next Farm Bill; it is a good opportunity to remind them what value the RCD and NRCS bring and the work we do.

6.4 Directors' connections and reports

- Etherton reported:
 - She was participating the Santa Cruz Mountains Network's *Spotlight Stewardship* Program and had recently visited Bear Creek Preserve and a Highway 17 wildlife crossing.
 - The City of Brisbane is working on two ordinances: Dark Skies Ordinance and Invasive Plant Species Ordinance.
- Kossy reported that she is on day 102 of traveling with her trailer around the Unites States. She had really enjoyed seeing a huger variety of the American landscapes.
- Directors each shared their reflections on the prompt provided by Keener: What are your outdoor hobbies and activities?
- Wade volunteered to provide the prompt for the next meeting.

7. Adjourn Meeting

Wiel adjourned the meeting at 5:54 p.m.



San Mateo Resource Conservation District DRAFT FY 2024 Financial Budget

<u>Program Revenue</u>	
Agricultural Ombudsman	\$ 67,362
Climate Mitigation and Adaptation	\$ 587,256
Conservation Technical Assistance	\$ 388,198
Cutting Green Tape	\$ 40,000
Erosion and Sediment Management	\$ 360,304
Fire and Forestry	\$ 4,671,135
Habitat Enhancement	\$ 4,911,575
Santa Cruz Mountains Stewardship Network	\$ 223,985
Water Quality	\$ 1,049,342
Water Resources & Conservation	\$ 5,205,746
Subtotal Program Revenue	\$ 17,504,902
<u>Other Revenue</u>	
County Contributions	\$ 200,000
Donations	\$ 40,000
Interest Income	\$ 2,000
Misc. Income	\$ -
Property Tax	\$ 85,000
Subtotal Other Revenue	\$ 327,000
Total Revenue	\$ 17,831,902
<u>Operating Expenses</u>	
Personnel (Salaries & Fringe)	\$ 3,037,787
Other	\$ 564,000
Subtotal Operating Expenses	\$ 3,601,787
<u>Program Expenses</u>	
Agricultural Ombudsman	\$ 600
Climate Mitigation and Adaptation	\$ 409,022
Conservation Technical Assistance	\$ 199,193
Cutting Green Tape	\$ 20,000
Erosion and Sediment Management	\$ 300,600
Fire and Forestry	\$ 3,866,100
Habitat Enhancement	\$ 3,865,673
Santa Cruz Mountains Stewardship Network	\$ 88,434
Water Quality	\$ 689,444
Water Resources & Conservation	\$ 4,671,559
Subtotal Program Expenses	\$ 14,110,624
Total Expenses	\$ 17,712,411
NET	\$ 119,491
Operating Reserve Allocation	\$ 250,000