

**DRAFT Minutes of the Regular Meeting of the Board of Directors  
Thursday, August 17, 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: Steve Stielstra (chairing), Michelle Weil, Adrienne Etherton, Barbara Kossy (remote)

Associate Directors: John Wade, John Keener

RCD staff: Kellyx Nelson, Lau Hodges, Adria Arko, Jarrad Fisher, Amy Kaeser, David Cowman, Erica Harris

NRCS staff: Jim Howard

Guests: Cassandra Matter (Aide to Supervisor Ray Mueller), Kevin Watt

**1. Call to Order**

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

**2. Approval of Agenda**

**ACTION:** Weil moved to approve the agenda, Etherton seconded. Motion passed unanimously.

**3. Introductions of Guests and Staff**

All in attendance introduced themselves.

**4. Public Comment**

- Eric Harris, RCD Conservation Ecologist, commented on the “mathematic gymnastics” of the Quarry Park Fuel Load Reduction project. Each tree cost a different amount to remove, some trees were downed in winter storms, have two different prices for removal. Currently there were 10K trees in 10 different class sizes and ground truthing was becoming difficult as the cape ivy began to take over. Weil asked if that meant the RCD would need to make difficult decisions. Harris stated it would and noted that staff would prioritize hazard trees over understory trees. Stielstra asked if the contracting tools had been dynamic enough. Nelson noted there had been a 30% increase due to change orders. Harris stated that the new cost was reasonable for the current price of doing business.

**5. Consent Agenda**

**1. The Board of Directors approves:**

- Nelson encouraged directors to read the press included on consent; she noted it represented how the RCD is talked about in the community.
- ACTION:** Etherton moved to approve the consent agenda, Weil seconded. Motion passed unanimously.

**6. Regular Agenda**

**6.1. Board will consider approval of Fiscal Year 2023 Draft Financial Statements.**

- Nelson reviewed the balance sheet with the board, noted expenses and revenues that had been anticipated in FY '23 that would instead accrue in FY '24, the ratio of accounts receivable to payable was \$4.5M to \$1.6M, deferred revenue is considered a liability but is money received in advance that will be earned.
- Nelson reviewed the profit & loss statement by month to show the fluctuation due to quarterly invoicing; however the RCD's cash position has been strong which allowed for paying contractors prior to receiving funds.
- Etherton was thrilled the operating reserve had crossed the million dollar mark.
- Stielstra said the chart showing the fluctuation speaks to RCD staff building their budgets from the bottom up; he was pleased to see it followed in line with the forecast.
- Kossy noted the work that went into the budgeting process and thanked staff for all of their work.
- Nelson and Weil requested the County contribution include a footnote regarding it being moved to the programs category.
- **ACTION:** Weil moved to approve the Fiscal Year 2023 Draft Financial Statements, Kossy seconded. Motion passed unanimously.

## **6.2 Staff will provide updates regarding the Loma Mar Pipeline Replacement Project.**

- Fisher explained the RCD is in the third phase of working with the community of Loma Mar to replace their drinking water system's storage tanks. Express Plumbing, Inc. is the contractor. They were supposed to start work in January of 2023. They delayed three or four times and have been reminded of their December 31, 2023 contract end date. Work has started but staff has concerns about completing work within the grant window and will keep the board updated.
- Stielstra asked if the RCD had given them a hard deadline should they slip up again; Nelson stated the dates were in the contract and they have been reminded of the implications. Fisher noted RCD staff has now received a detailed timeline from them.

## **6.3 Board will discuss and may take action regarding fulfilling responsibilities when the executive director is away in September.**

- Nelson explained she would not be able to sign contracts or checks while she was away. She explained that staff do all of the legwork to prepare contracts prior to bringing them to her for signature. If questions arise, they would consult with counsel.
- Keener recommends Stielstra be the signer in Nelson absence; Stielstra agrees.
- It is noted that Kossy already has authority to sign checks.

- **ACTION:** Etherton moved to approve Stielstra to sign contracts in Nelson's absence, Weil seconded. Motion passed unanimously.

#### **6.4 Board will discuss work plan for the upcoming year.**

- Nelson explained that each program manager is developing their program strategy and will share them with the board in the future.
- Nelson reminded the board about the plan to put more regular business items on consent to allow for time for discussion, learning, and policy.
- Etherton agreed, noting it is helpful to have the finances on the regular agenda so they could have a narrative to go along with it.
- Kossy asked if there was going to be a September meeting in Nelson's absence and Etherton volunteered to help Hodges notice it if needed.

#### **6.5 Board will receive presentation of impact report for 2007-2022 and discuss how to share it with communities served by the RCD.**

- Nelson explained the report is advertised on the website banner, has been announced on social media, sent to partners, and will be highlighted in the upcoming newsletter. The report can be viewed in English & Spanish.
- Nelson noted the report is dedicated to Jim Reynolds who had been an RCD director for 16 years. Etherton loved that it was dedicated to him.
- Nelson reviewed the document with the board and described the process of developing it, decisions that had to be made, and what staff learned.
- Weil asked how many were printed; Arko responded 2,500 in English and 250 in Spanish.
- Directors and guests expressed appreciation and enthusiasm, describing it as beautiful, magnificent, a triumph for the RCD, transparent about the difficulty in doing business, appreciation of the quantification, and something they were excited to show people.
- Discussion included the QR code on the back that directs people to the web page for the report, sharing it with other RCDs, how directors could use the report to talk about the RCD in the community, the "road show" to share the report, challenges emailing it as an attachment, costs to produce (about \$50K for project management consultant, graphic designer, web designer, printing fees, staff time), lessons learned that will improve metric tracking and reduce costs in future years, likely updates every five years,
- Nelson stated that Puente de la Costa del Sur was appreciative of the Spanish version.
- Nelson gave a massive thank you to Arko for her exceptional project management and getting it over the finish line.

#### **6.6 USDA NRCS (Natural Resource Conservation Service) report by Jim Howard**

- Two years ago Howard had been approached by the state office because the Department of Water Resources and the Environmental Protection Agency wanted to get the Pescadero/Butano watershed in the National Water Quality Initiative Program. At the time Sara Polgar, RCD Conservation Program Specialist, took the lead and was awarded a \$50K grant to address sediment issues. Howard was excited about how the work had been handled. Now that phase 1 was done, Howard had applied for more money from the Farm Bill.
- Nelson noted what an excellent example of NRCS/RCD partnership and gave a shout out to Howard for always knowing how to strategically leverage NRCS funding.

#### **6.7 Directors' connections and reports**

- Kossy noted she had been away a long time and was excited to get home and attend RCD meetings in person.
- Wade gave a big thanks to the RCD's work at the Mushroom Farm.
- Etherton reported that the City of Brisbane had wrapped up a small frog habitat with the RCD; she thanked Kaeser and Cleopatra Taday, RCD Biologist.
- Stielstra was looking forward to the RCD's Hop Dogma happy hour and the Pescadero Arts & Fun Festival.
- Weil was excited for an upcoming family vacation.

#### **1. Adjourn Meeting**

- Weil moved to skip the September regular meeting unless urgent business arose, Etherton seconded. Motion passed unanimously.
- Stielstra adjourned the meeting at 6:07