



**Regular Meeting of the Board of Directors  
Monday October 23, 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.

<b>1. Call to Order</b>
<b>2. Approval of Agenda</b>
<b>3. Introduction of Guests and Staff</b>
<b>4. Public Comment-</b> 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.
<b>5. Consent Agenda</b> <u>The Board of Directors approves:</u> <b>5.1.</b> <a href="#">Contracting with Storesund Construction to install electrical infrastructure for the Butano Creek Backfield Floodplain and Streamflow Enhancement Project.</a> <u>The Board of Directors receives into record:</u> <b>5.2.</b> August 14, 2023 San Mateo Daily Journal, " <a href="#">Food hub: Connecting farmers to customers</a> " <b>5.3.</b> August 23, 2023 Half Moon Bay Review article, " <a href="#">RCD plans big splash with water storage grant</a> " <b>5.4.</b> September 6, 2023 Half Moon Bay Review article, " <a href="#">RCD argues for removal of eucalyptus in Pacifica</a> "
<b>6. Regular Agenda</b> <b>6.1.</b> <a href="#">Board will consider application from Helen Wolter to serve as Associate Director.</a> <b>6.2.</b> <a href="#">Board will consider application from Zahra Kassam to serve as Associate Director.</a> <b>6.3.</b> Program Manager Reports <b>6.3.1.</b> <i>Habitat Enhancement- Amy Kaeser</i> <b>6.3.2.</b> <i>Water for Farms Fish and People- Jarrad Fisher</i> <b>6.3.3.</b> <i>Water Quality- Noah Katz</i> <b>6.3.4.</b> <i>Sediment Management- Sara Polgar</i> <b>6.3.5.</b> <i>Agriculture and Climate- Eliza Milio</i> <b>6.3.6.</b> <i>Forest Health and Fire Resiliency- Timothy Federal</i> <b>6.3.7.</b> <i>Miscellaneous- Joe Issel</i> <b>6.4.</b> Executive Director's report <b>6.5.</b> Directors' connection and directors' reports
<b>7. Adjourn Meeting</b> The next Regular Meeting of the Board of Directors will be November 16, 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  
Monday, October 23, 2023**

**4:00 – 6:00 pm**

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and via Zoom at: <https://us02web.zoom.us/j/89675733636>**

Directors: Barbara Kossy, Steve Stielstra, Adrienne Etherton

Associate Directors: John Keener, John Wade, Zahra Kassam

RCD staff: Kellyx Nelson, Lau Hodges, Eliza Milio, Sara Polgar, Christina Kelleher, David Cowman, Timothy Federal, Noah Katz, Joe Issel, Grace Allen, Maaya Hensman, Jarrad Fisher

Guests: Patricia Mayall

**1. Call to Order**

Kossy called the meeting to order at 4:00 p.m.

**2. Approval of Agenda**

- Nelson requested item 5.1 be moved to the regular agenda
- **ACTION:** Etherton moved to approve the agenda as amended, 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**

- Nelson requested item 5.1 be moved to the regular agenda for discussion.
- Nelson noted the August 2023 minutes would be brought to the board in November.
- Nelson noted that receiving items into the record does not imply agreement or endorsement of accuracy, just a recognition of the record.

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

**6. Regular Agenda**

### **5.1 Contracting with Storesund Construction to install electrical infrastructure for the Butano Creek Backfield Floodplain and Streamflow Enhancement Project.**

- Nelson explained that, per the new procurement policy, contracts are brought to the board on consent. She requested this one be moved to the regular agenda because bids came in higher than planned. The request is amended for approval of an amount not to exceed \$1.1M. The original request had been for approval up to \$900K.
- Etherton asked if bids were coming in higher across programs; if there was a pattern. Nelson agreed that the price of projects have been increasing. Kaeser noted that in general costs are going up but expressed general confidence with the estimates of engineers that the RCD has been working with.

**ACTION:** Stielstra moved to contract with Storesund Construction, Etherton seconded. Motion passed unanimously.

### **6.1 Board will consider application from Helen Wolter to serve as Associate Director.**

- Kossy expressed excitement to have interest from the community as represented in the two applications being considered.
- Directors, associate directors, and staff described having known Wolter through her previous role at Committee for Green Foothills and current role working for the California Legislature. She was described as thoughtful, highly recommended by those who know her, familiar with the coastside community and natural resource issues, the RCD and its programs, and RCD partners. All who spoke endorsed her appointment. It was noted that she resides in Portola Valley, which is within the district.

**ACTION:** Etherton moved to appoint Helen Wolter as an Associate Director, Stielstra seconded. Motion passed unanimously.

### **6.2 Board will consider application from Zahra Kassam to serve as Associate Director**

- Kassam was described as the owner and chief steward of the Mushroom Farm south of Pescadero and someone who is familiar with and a customer of the RCD's work.
- Stielstra reported that he had the opportunity to speak to Kassam, found it very informative, and that he was thrilled to have her apply.
- Keener and Kossy expressed support.
- Wade had been working with Kassam for years and appreciated her commitment to conservation and the ease of working with her.
- Kassam thanked everyone for their kind words and noted that she is a happy customer of RCD programs.

**ACTION:** Etherton moved to appoint Zahra Kassam as an Associate Director, Stielstra seconded. Motion passed unanimously.

### **6.3 Program Manager reports**

- Habitat Enhancement – Amy Kaeser (presentation below)
  - Q&A included: impacts to the San Bruno Mountain work due to mudslides (sediment release resulted in more weed seeds and a need for maintenance); how the Mindego Fish Passage removal had been funded (Wildlife Conservation Board and National Oceanic and Atmospheric Administration)
- Water Quality – Noah Katz
  - Discussion/ Q&A included: staff desire to shift more towards opportunities for water quality improvement and less focus on regulatory compliance”; monitoring of the dredge was pointing to its success and combined with modeling would be used to inform future restoration design concepts; the importance of the blufftop sewer relocation and right-fitting roles for sewer authorities and RCD.
- Water for Farms, Fish & People – Jarrad Fisher (presentation below)
  - Fisher described a lot of work happening to find win/win solutions for farms, domestic water supply, and fish habitat. Highlights included replacing a water supply pipeline from the 1930s in the community of Loma Mar; replacing drinking water pipeline in Butano State Park; and partnering with Peninsula Open Space Trust and Fifth Crow Farm to restore the floodplain and build water storage.
  - The water storage project at Portola State Park was delayed due to bids coming in over budget but is on track for next year.
  - Planning is underway for eight different storage ponds.
  - Working to improve State processing of water rights which can take up to four years; the State asked the RCD to be a test case for expediency.
- Sediment Management – Sara Polgar (presentation below)
  - Discussion and Q&A included: requests for technical assistance coming in after recent RCD rural roads workshop; Old Haul Road is the biggest source of sediment into Pescadero Creek; we are the only entity in California we know of to secure compensation for damages from State-contracted post-fire abatement firm for 2020 CZU fire- thanks to the RCD having the base line data and engineered specs for the road damage and the advocacy of Congresswoman Eshoo's office.
- Agriculture and Climate – Eliza Milio
  - The compost broker program is working with all 20 jurisdictions in San Mateo County to provide affordable compost to farmers. This past year 3.6K tons were spread and staff are hoping to spread 65K tons in the future. Nelson explained that the jurisdictions had to reduce their waste and farmers can use the compost for soil health and carbon farm planning.

Etherton noted that all cities have to produce a certain amount of compost which is based on population size.

- Several conservation and carbon farm plans are currently in the works.
- Two wind break, hedgerow, pollinator plans are being developed.
- We recently hosted a highly successful Conservation Planner training over four days in Pescadero, including staff from RCD and partner agencies across the state. Milio was hoping to scale it up because it had been so well received. Nelson noted she'd had a chance to observe the training and it had a great energy.
- We are working with San Mateo County Office of Sustainability to secure money for carbon farm plans that would help put the money into farmers hands for climate mitigation practices.
- Forest Health and Fire Resiliency – Timothy Federal (presentation below)
- Miscellaneous – Joe Issel
  - Discussion about the Pescadero Creek corridor project included: incentives for landowners to participate; landowner involvement in designs; how some are voluntarily giving land back to the creek; how the project supports and creates collaborative capacity for managing a shared resource; and the type of flow regime being modeled.

#### **6.4 Executive Director's report**

- Invited directors to attend the California Association of RCDs annual conference; at the director regular meeting in November staff would agendaize an item to select a voting representative. Directors described their experiences at previous years' conferences: as eye-opening and excellent; providing the texture of the different RCDs throughout the state; having a good vibe and being a joy getting to know the RCD staff; how proud it made them of our RCD staff and how well respected they are; and that it was great to be among a large group of people committed to taking care of the planet.
- Staff is getting ready to send out the annual appeal and asked directors for help spreading the word.
- Staff will be updating the field safety protocol because the current one is outdated and therefore, likely, not being used.
- Wood, Water and Creeks – Preparing for Winter” was a great community event and well attended. People were there to learn and the conversation was collegial; eyes were opened to the benefits of working with neighbors on a shared resource. A few days later Issel led a walking tour of the creek and about a dozen people attended.
- Issel and Nelson had also done a walking tour for Pescadero High School students.
- RCD had participated in the San Mateo County Climate Summit; they were the only Coastside representation on the panel.
- Plan to follow up over winter with landowners/ partners of previous projects.

- Santa Cruz Mountains Stewardship Network's Spotlight Stewardship wrapped up another successful year. SanMateo RCD hosted two days: one about restoring a watershed at scale and one with the Amah Mutsun Land Trust and State Parks at Quiroste Valley about Indigenous stewardship.
- Postponing the Roundup on Roundup forum, as the conversation was evolving in the community and it was less clear how the conversation we planned would add value. Mayall introduced herself as a La Honda Community member and asked if the RCD planned to host the discussion in the future; Nelson confirmed it would happen but not sure how.

#### **6.5 Directors' connections and reports**

- Wade presented the questions, "what were the experiences you had grown up with that made you passionate about land conservation?" For next month he proposed, "what can we do to stimulate other & the next generation of conservationists?" Directors and associates reflected on the prompt.
- Stielstra reported on a volunteer day at Potrero Nuevo Farm and how he represented the RCD there as well as at the a recent meeting of ACEC (American Council of Engineering Companies)
- Etherton reported that she participated in Spotlight Stewardship and it was amazing and the Brisbane Open Space Committee is bringing their Dark Sky Ordinance before the Council.

#### **Adjourn Meeting**

Wiel adjourned the meeting at 6:13 p.m.



## Memorandum

**Date:** October 19, 2023  
**To:** Board of Directors  
**From:** Kellyx Nelson  
**Re:** Recommendation to contract with Storesund Construction to install electrical infrastructure for the Butano Creek Backfield Floodplain and Streamflow Enhancement Project

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Staff recommends the board of directors approve contracting with Storesund Construction for an amount not to exceed \$1,100,000 to install electrical infrastructure to pump water from Butano Creek into the irrigation reservoir that is part of the Butano Creek Backfield Floodplain and Streamflow Enhancement Project.

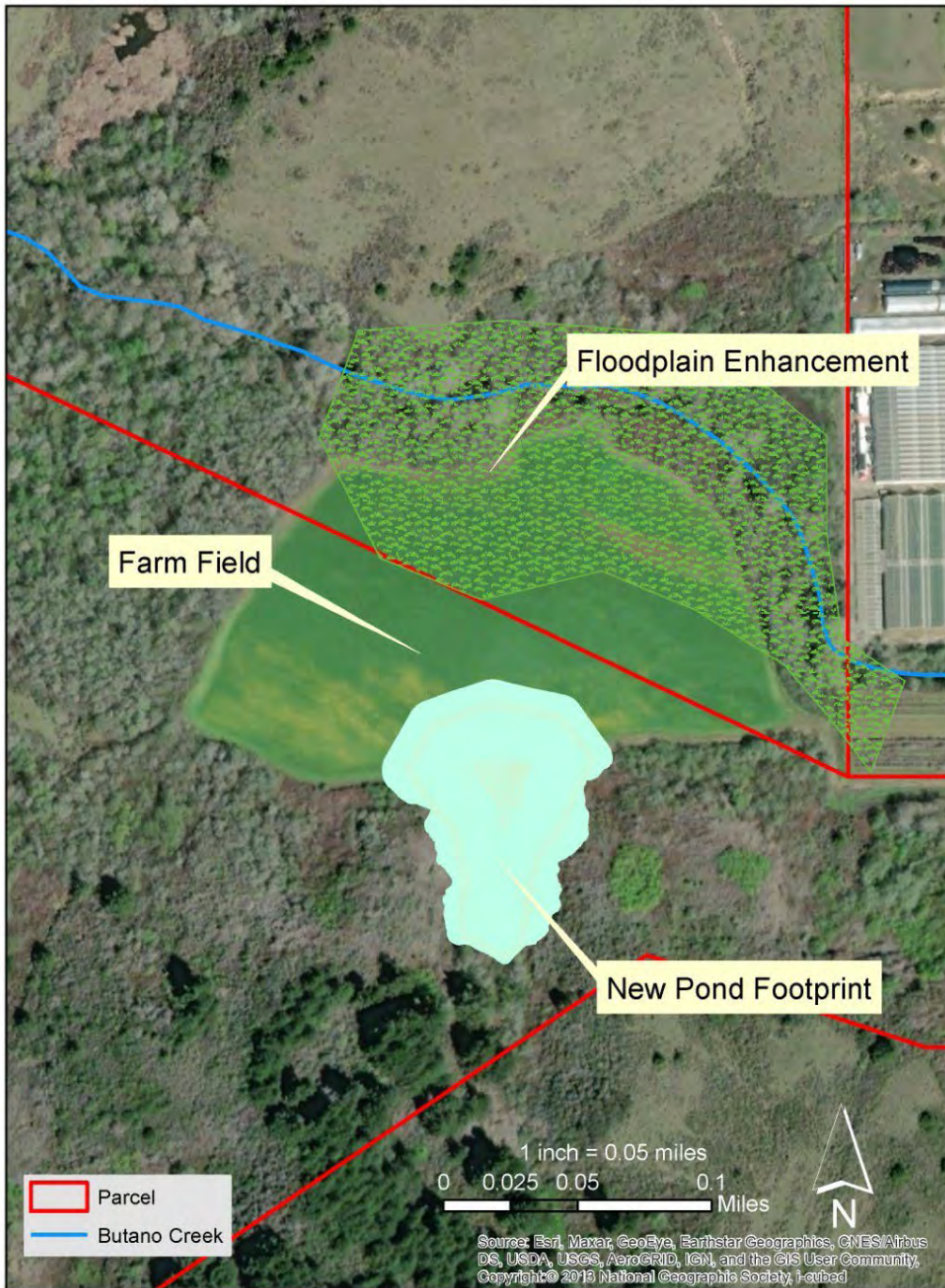
Phase 1 of the project, completed in September 2023, reconnected floodplain, improved channel complexity, and enhanced instream flow. It will have direct and indirect benefits to instream and adjacent floodplain and terrestrial habitats. Phase 2 will include expanding the capacity of an existing off-channel storage pond from 5.2 to 16 acre-feet. The proposed contract is for Storesund Construction to install the infrastructure required to divert water from Butano Creek into the off-channel storage pond during winter 2023/2024.

According to the Procurement and Subaward Policy adopted by this board of directors on May 18, 2023, competitive procurement is not required for this project because it is located on private land and involves no publicly owned, leased or operated facilities. Approval by this board of directors is required because the contract exceeds \$60,000.

Staff recommends Storesund Construction for the proposed work for the following reasons:

1. The owner of Storesund Construction is the engineer who designed Phase 2 of the project. His familiarity with the project design is preferred to construct the complex infrastructure and is also cost saving.
2. Storesund Construction has successfully completed similar projects under contract to the RCD, including successful completion of projects in which they were procured under competitive bidding.

# Exhibit B Project Site-Scale Map





## San Mateo County RCD Associate Director Policy

Associate directors can be a vital component of the district, broadening the district's range of expertise and assisting with programs. The position is voluntary, with no compensation. Associate directors may offer technical assistance, personal opinions, and relevant advice to the board and staff.

Associate directors do not vote at Board meetings, but may be assigned to any task normally performed by a director. Once appointed, associate directors are considered members of the legal body for all purposes excepting voting privileges and are subject to the Brown Act. The RCD may recruit an unlimited number of associate directors.

The San Mateo County RCD may appoint associate directors subject to the following procedures and conditions:

- 1. Eligibility:** It is encouraged, though not required, that an individual interested in becoming an associate director attend a minimum of three meetings prior to submittal of an application to become an associate director. It is also encouraged that associate directors reside within the district.
- 2. Application:** Interested individuals must submit a written application to the Board of Directors. In order to qualify, the applicant must show a sincere interest in supporting the goals of the district, resource conservation, and/or the desired task and be willing to commit the time required to actively assist the RCD. The Board may also seek associate directors to perform tasks as needed.
- 3. Appointment:** Associate directors are appointed by majority vote of the board of directors. An associate director serves at the discretion of the board and may be removed from the position by a majority vote of the board of directors. Associate director positions shall be at large.
- 4. Term of Office:** The appointment is for a period of two years. An associate director may resign at any time and may be removed from the position at any time upon a majority vote of the Board of Directors. An associate director's term may be renewed by a majority vote of the Board of Directors.
- 5. Board Eligibility:** Any Associate Director, after successfully completing two years as an Associate Director, will be eligible to compete for nomination of a Director's position per Division IX of the California Public Resources Code, whether they are a property owner within the district or not, so long as they continue to reside in the District, or are a designated agent of a resident landowner within the District.

6. **Meeting Attendance:** Associate directors are encouraged to participate in all regular meetings of the Board of Directors to provide technical support and personal opinions regarding district programs, long-range plans and annual plans in connection with the goals and visions of the district.

7. **Duties:** Associate directors can attend meetings and provide the district with expertise. Associate directors are expected to support the district beyond board meetings, but cannot represent the district without approval of the Board of Directors. Generally, associate directors may accomplish the same duties and tasks as full directors, except voting. Associate directors may chair standing or ad hoc committees and may be voting members of committees of which they are members.

8. **Expenses:** An associate director may be reimbursed for approved expenses in connection with his/her activities on behalf of the District. Expense claims must be submitted in the manner stated in the district's financial policies.

9. **Conflict of Interest:** Associate directors shall comply with the Conflict of Interest laws and policies applicable to directors, except the requirement for filing Statements of Economic Interests.

10. **Training:** Associate Directors will be required to complete Ethics Training, as required by law for directors of RCDs.

The undersigned acknowledges that he/she has read and understands the above policy, and hereby applies for appointment as an Associate Director of the San Mateo County Resource Conservation District.

Signature H. Ulta Date: 10/15/23

Print Name: Helen Wolter Phone: 415- [REDACTED]

## Associate Director Application to the San Mateo RCD

DATE	Oct. 15, 2023
NAME	Helen Wolter
ADDRESS	[REDACTED] Portola Valley, CA 94028
TELEPHONE	415-[REDACTED]
EMAIL	[REDACTED]@gmail.com

### What is your interest in serving as an associate director?

While I have a history of working on complex climate change policy decisions that are high profile and controversial, I don't get to see programs implemented regularly. I would like to be more involved with the implementation of conservation programming.

### Please share information about your background that will benefit the RCD.

I have worked in the sustainability arena for over five years first as an advocate regionally, and now at the state level. I manage the development of climate change, sustainability, resilience, and adaptation stakeholder outreach plus assist with legislative proposals. These climate change resilience efforts would support the RCD's mission to help people help the land.

### What other skills will you bring to the District?

My record of successfully developing and maintaining complicated partnerships throughout multiple efforts has resulted in fruitful outcomes. Additionally, my solid program management skills, combined with my robust community relations experience with diverse community partners, public agencies, and policymakers have been assets in sustainability efforts.

### What direct or indirect conflicts of interest may you have in serving as an associate director?

As a California State Senate employee, I would need to recuse myself from any State legislative affairs outreach.

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10. **Training:** Associate Directors will be required to complete Ethics Training, as required by law for directors of RCDs.

The undersigned acknowledges that he/she has read and understands the above policy, and hereby applies for appointment as an Associate Director of the San Mateo County Resource Conservation District.

Signature  Date: Oct 14, 2023

Print Name: Zahra Kassam Phone: 

**APPLICATION TO SERVE AS AN ASSOCIATE DIRECTOR**  
  
**of the**  
**SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT**

*A cover letter and/or additional materials may be attached.*

DATE: Oct 14, 2023

NAME: Zahra Kassam

ADDRESS: [REDACTED]

TELEPHONE: [REDACTED]

E-MAIL: [REDACTED]

**1. What is your interest in serving as an associate director?**

My family is a landowner of The Mushroom Farm in Pescadero, CA and I act as Chief Steward for the property. In this capacity, I have received assistance from the RCD staff on various projects. I am consistently impressed by the team's expertise, effectiveness and deep care for the environment. I believe the work they are doing is of critical importance and I am interested in serving as an associate director in order to support this work however I can. I also hope to learn more about resource conservation such that I am better positioned to be an informed and responsible land steward.

**2. Please share information about your background that will benefit the RCD.**

In addition to representing local land ownership, I have a background in education, business, and marketing that I believe will benefit the RCD. I previously founded a start-up called Monti Kids which we grew from an idea to a global organization delivering high quality Montessori education to babies from birth to age three. Our team used Monti Kids as a platform to spread the message of the importance of infant toddler education through media opportunities like Shark Tank and TED. We reached millions of people, thereby starting a movement and a whole new industry. I am now very passionate about helping to educate the public on how we can care for our environment and I would love to help support the RCD in this effort.

**3. What other skills will you bring to the district?**

When I am passionate about a cause, as I am about caring for the environment, I am an incredible advocate. I can network, build relationships and inspire others to take action. I have experience building and leading a business while placing great emphasis on organizational culture, inclusiveness, authenticity and both the well-being of the team and that of the individuals on it. I am curious, thoughtful and comfortable with difficult conversations to help weigh all alternatives and reach the best outcome. As a woman of color and a visible religious minority with a respected educational and professional background, I often bring a diverse perspective to circles of power.

**4. What direct or indirect conflicts of interest may you may have in serving as an associate director?**

I have no direct or indirect conflicts of interest in serving as an associate director of the RCD.

An aerial photograph of a landscape. In the foreground, there is a dense forest of green trees. A valley or ridge runs through the middle ground, with a mix of green trees and brownish, scrubby vegetation. In the far distance, a flat coastal plain is visible, leading to a blue body of water under a clear sky.

**Habitat Enhancement  
Program Updates  
October 2023**

# Mindego Creek Fish Passage



Before

*Dam and clogged fish ladder block fish movement*



After

*Creek restored to allow fish movement & safe water diversion maintained*







# Pescadero Creek Habitat Enhancement



# Vegetation Management at Quiroste Valley Cultural Preserve



# San Bruno Mountain Habitat Enhancement for Butterflies





# **WATER FOR FARMS, FISH AND PEOPLE**

SAN MATEO RESOURCE CONVERSATION DISTRICT



SAN MATEO  
RESOURCE  
CONSERVATION  
DISTRICT

# Water for Farms, Fish and People

- Use **less water** through improved efficiency.
- **Minimize impacts** of water diversions by changing timing and rate of diversions.
- Improve **water security** for farms, fish and people through above actions, increasing water storage capacity and working to institute forbearance agreements with water users.



# Approach

- Help farmers and domestic water users conserve, strategically manage, and store water.
  - Identify needs of landowners and watersheds
  - Assess and address infrastructure
  - Improve water pumping, delivery and storage facilities.
  - Coordinate water users to balance demands on limited resources.
  - Restore water to creeks for threatened and endangered species.



# Benefits

## How Are Benefits Measured

- Irrigation evaluations, distribution uniformity and storage needs
- System assessments and pump tests for domestic water users
- Total current water demand vs. target demand

## What Can Be Done with the Information

- Irrigation and domestic water system upgrades
- Water management plans
- Water storage
- Forbearance agreements
- Timing and rate of diversions





# Accomplishments

- 155 AF (50M gallons) of Water Storage
- 175 AF (57M gallons) of Water Conserved Annually

25 Farms Assisted

6 Domestic Water Systems Assisted

## What's the Significance?

- Enhancing 25-100% of stream flow at critical times





# Initial Site Clearing

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During Construction

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Completed Pond w/ Erosion Control Measures Installed



Upgraded irrigation  
system

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Construction of retention wall & tank pad

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Initial Site Clearing

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Completed project



What's Next...

Questions?



# Rural Roads Workshop Highway 1 Brewery July 2023



## MANAGING RURAL ROADS



## WHY DO WE CARE?

- ACCESSIBILITY
- WATER QUALITY
- LIABILITY and ECONOMICS

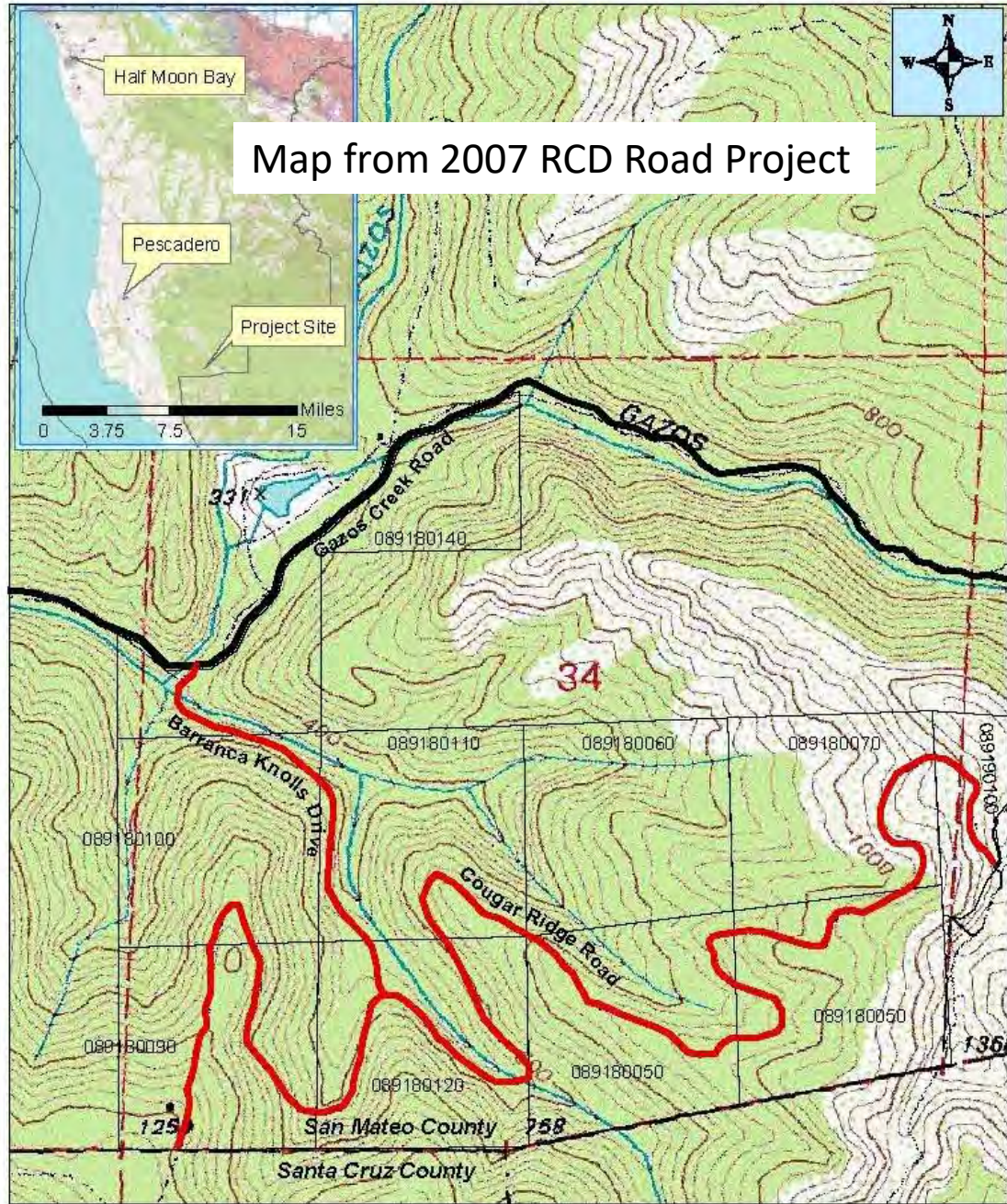


## Rural Roads and Wildfires

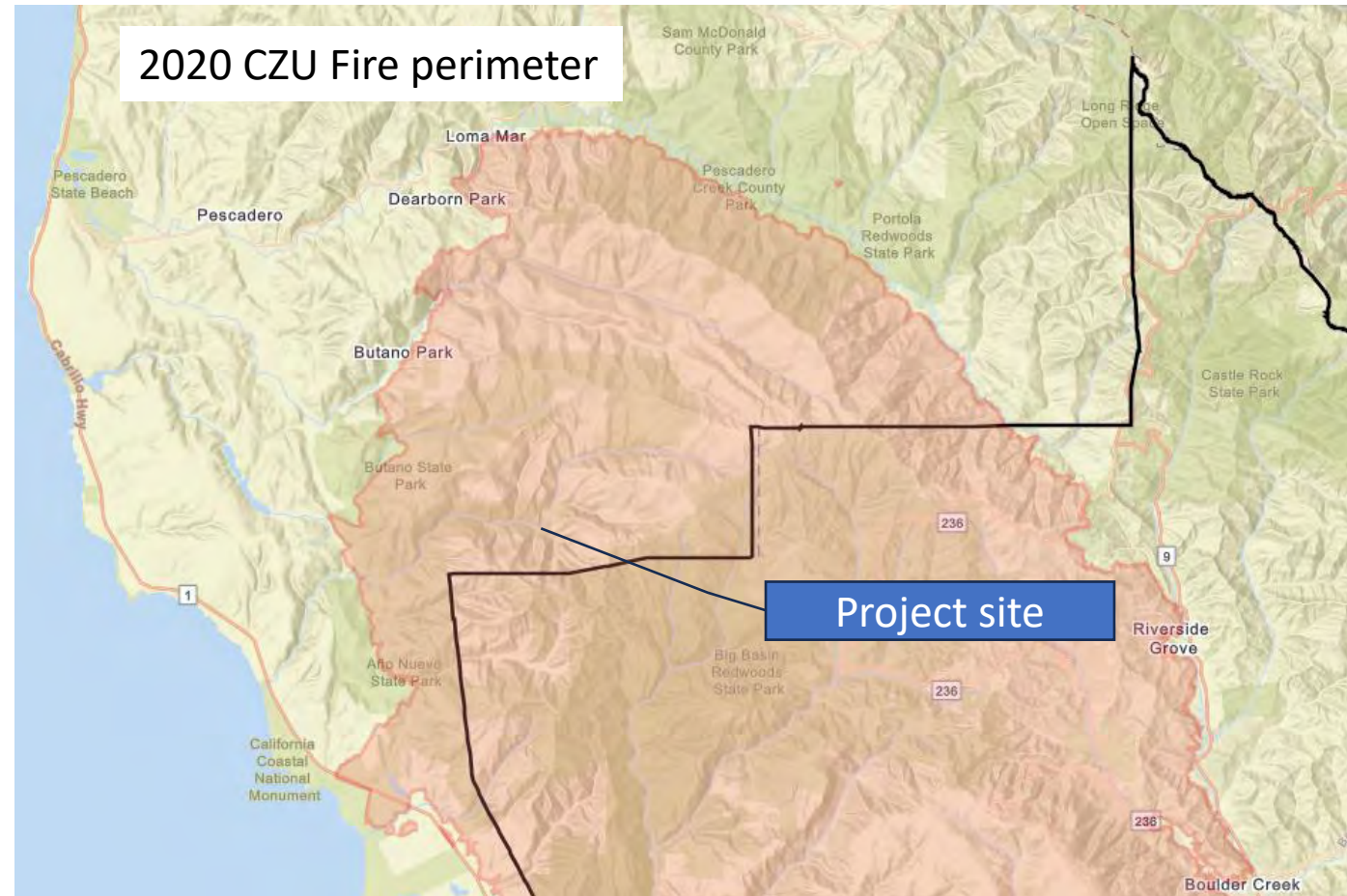
Considerations for Pre and  
Post-Fire Management

RURAL ROADS  
WORKSHOP  
JULY 19, 2023





# Barranca Knolls & Cougar Ridge Roads in Gazos Creek Watershed

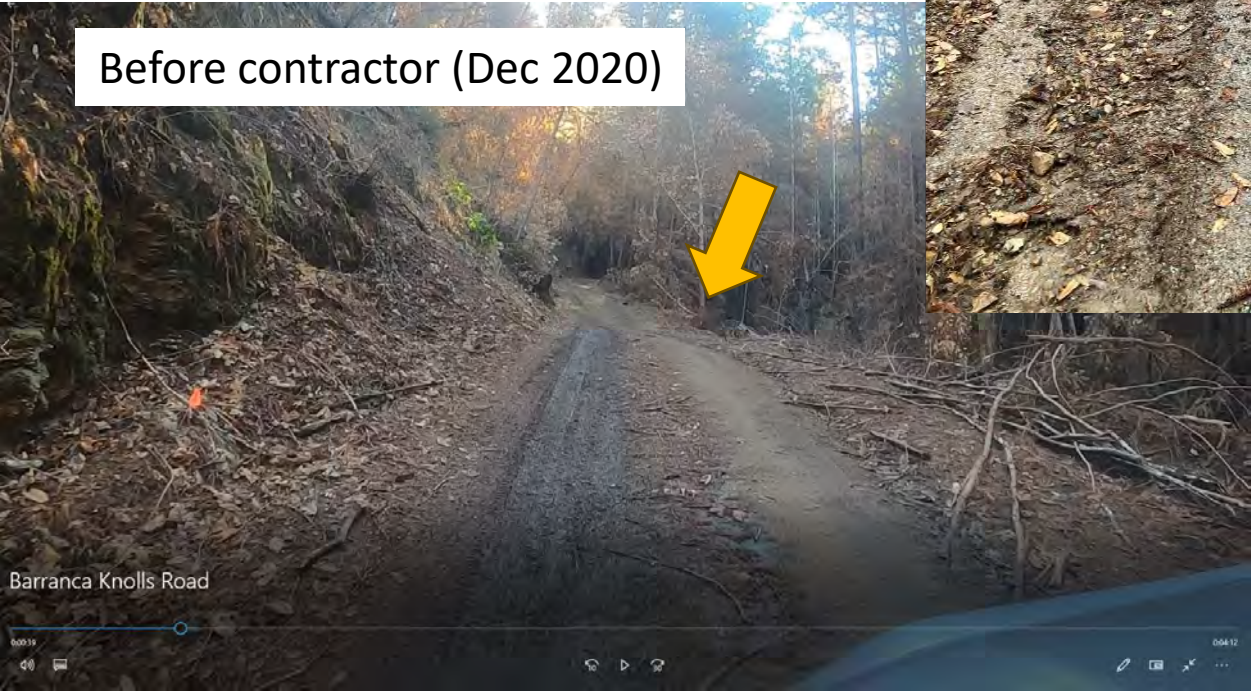


Post-fire debris removal contractor scraped the roads & destroyed the engineered drainage features (installed in 2007)



After contractor (Jan 2021)

Result: Road failure & erosion into Gazos Creek tributary (Jan 2022)



Before contractor (Dec 2020)

Barranca Knolls Road

Fall  
2023  
Repairs



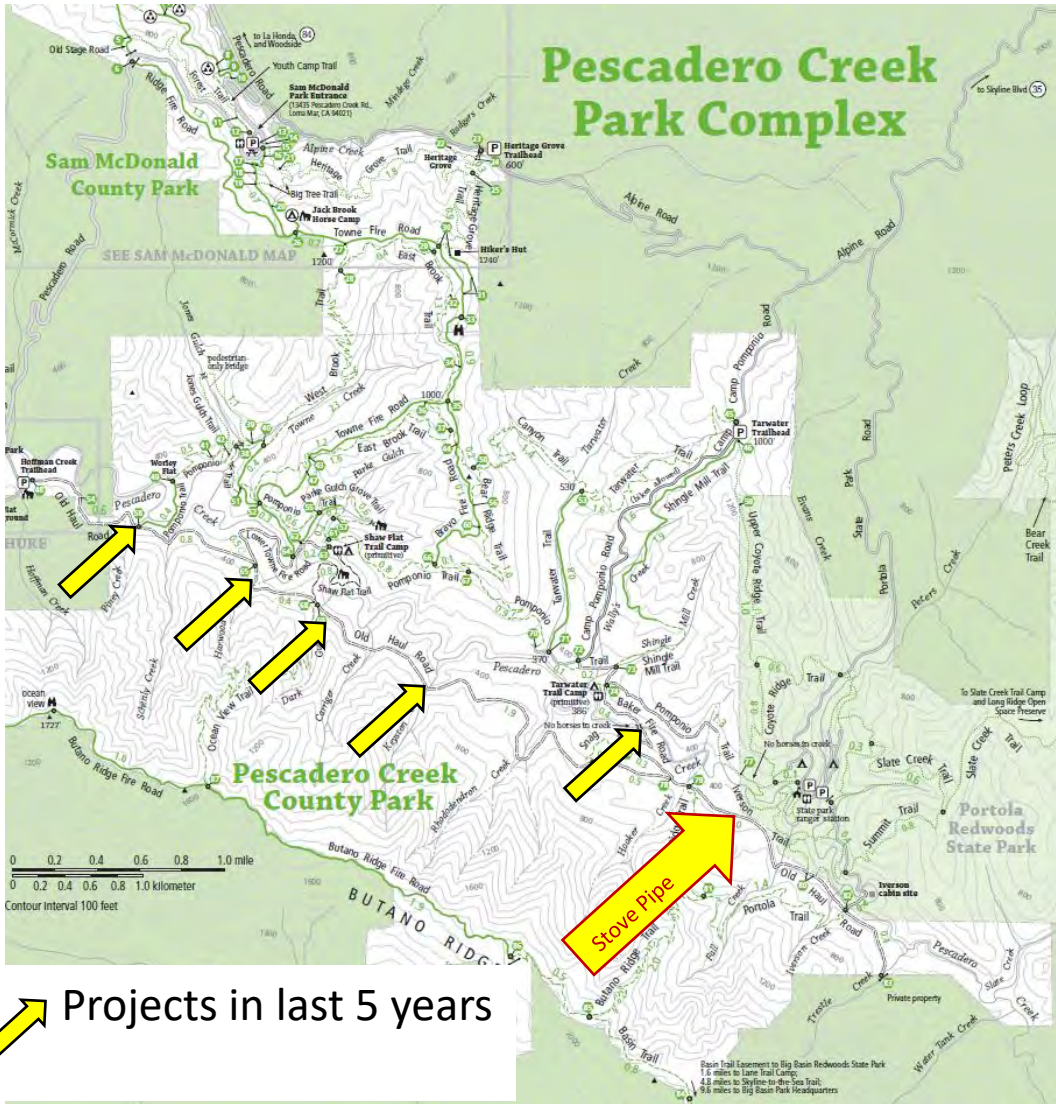
Before



After



# Stove Pipe Crossing Repair on Old Haul Road in Pescadero Creek County Park



Projects in last 5 years





# Forest Health and Fire Resilience Program Updates



Presentation to the Board of Directors

October 23, 2023



Eddie  
Project Manager



Erica  
Conservation Ecologist



David  
Forest Ecologist



Timothy  
Program Manager



# Active Projects

- Butano State Park Forest Health
- Quarry Park Hazard Tree and Fuel Reduction
- Hypericum Eradication
- La Honda Shaded Fuel Break
- Neighborhood Chipper Program





# Butano State Park Forest Health

- Funded by CAL FIRE Forest Health Grant and DPR Interagency Agreement
- Multi-benefit project focused on ecosystem restoration
- Began implementation in June 2023
- Over 240 acres of project work completed







SAN MATEO  
RESOURCE CONSERVATION DISTRICT







# Quarry Park Shaded Fuel Break

- Funded by Coastal Conservancy and San Mateo County Parks
- Focus on fuel reduction and hazard tree removal
- Began implementation in 2021
- 150 acres of project work completed
- 327 large hazard trees removed
- Continued work on storm damage and fuel reduction












# Hypericum Eradication

- Goal: control and remove *H. canariense* on private and public property
- Current work includes protecting high value grassland and coastal prairie
- Seeking funding for full project
- Exploring opportunities to partner with local native groups





# La Honda Shaded Fuel Break

- Goal: protect community of La Honda from extreme wildfire behavior
- CEQA in progress
- Implementation set for Spring 2024
- Funded by CAL FIRE Wildfire Prevention Grant



# Neighborhood Chipper Program



- Partners: Fire Safe San Mateo County, South Skyline Fire Safe Council, La Honda Fire Brigade, Coastside Fire Protection District
- Funders: San Mateo County, CAL FIRE, Coastal Conservancy, California Fire Safe Council
- Increased service area to over 4000 addresses
- Over 800 homes participated



# Other Projects

- Regional Prioritization Planning
- San Mateo LiDAR update
- CAL FIRE Change Detection Project
- Future project development



# Landscape Scale Forest Health and Fire Resiliency

