

Regular Meeting of the Board of Directors

Tuesday October 22, 2024

4:00 – 6:00 pm

The hybrid meeting will be accessible 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. Fiscal Year 2024 Draft Financial Statements 5.2. Entering into contract with L.D. Giacomini Enterprises, Inc. for repair of Schenly Creek crossing on Old Haul Road in Pescadero Creek County Park. 5.3. A minor change to the Procurement and Subaward Policy. 5.4. Staff recommendation of Contractors for Forest Health and Fire Resiliency Work identified through Request for Qualifications.
6. Regular Agenda 6.1. Debrief October 5 <i>All You Seed is Love</i> event. 6.2. Review and discuss Draft Diversity, Equity, Inclusion & Justice Plan. 6.3. Report out on October 17 Central Coast RCD Regional Meeting at Paicines Ranch. 6.4. Updates regarding investing the RCD's Operating Reserve. 6.5. Directors' connection and reports
7. Adjourn Meeting The next Regular Meeting of the Board of Directors will be November 21, 2024

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
Tuesday October 22, 2024**

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

Directors: Adrienne Etherton, Michelle Weil, Steve Stielstra

Associate Directors: Zahra Kassam, John Keener

RCD staff: Kellyx Nelson, Timothy Federal, Cesar Aguilar, David Cowman, Lau Hodges, Carolyn Kriso

NRCS staff: none

Guests: Christopher Scholl (sp?) (Mason, Bruce & Girard); Vinney Arora (The Arora Collective)

1. Call to Order

Stielstra called the meeting to order.

2. Approval of Agenda

3. Introduction of Guests and Staff

All present introduced themselves. Carolyn Kriso was introduced as a new staff member.

4. Public Comment

There were no public comments.

5. Consent Agenda

Weil moved and Etherton seconded approval of the consent agenda, which included the items below. Approval passed unanimously.

5.1 Fiscal Year 2024 Draft Financial Statements

5.2 Entering into contract with L.D. Giacomini Enterprises, Inc. for repair of Schenly Creek crossing on Old Haul Road in Pescadero Creek County Park.

5.3 A minor change to the Procurement and Subaward Policy.

5.4 Staff recommendation of Contractors for Forest Health and Fire Resiliency Work identified through Request for Qualifications.

6. Regular Agenda

6.1 Debrief October 5 All You Seed is Love event.

- Discussed overall satisfaction with event, great results for first year trying this; how cost of staff time affects net revenue; satisfaction with Arora Collective as a consultant; exceeding expectations with attendees and fundraising; the value of the relationships built with attendees; the objectives being to raise funds and to broaden and deepen our network and that both were met; grossed about \$75K, still determining net; what we all learned and “bumps along the way;” debriefed after the event and began conversations about whether we want to do this again, how frequently, what our strategy is for the donors we engaged; how partners showed up for us in meaningful ways; significance of tribal support; how RCD grant success for projects confused people about why we need to fundraise/ where to find information about this issue; how it is hard to measure the relationships and good will that were built and the love for the RCD; that it was wonderful as a board

member to be able to advocate for the RCD; that having staff there and activities and demonstrations were impactful; that the schedule and flow were nice; that Nelson's ask went really well; gratitude for Board planning committee, staff, and directors who spoke at the event; how the board was empowered, stepped up, and board tapped into their network; Board's role and capacity in this kind of work moving forward; desire for fundraising plan moving forward.

- **Action Item:** Nelson will send talking points about fundraising needs considering grant successes.
- **Action Item:** Nelson requested photos to be included in the RCD web album of the event before the newsletter is sent out. Stielstra and Weil offered to send some.

6.2 Review and discuss Draft Diversity, Equity, Inclusion & Justice Plan.

- Nelson presented the attached PowerPoint about goals and process of Diversity, Equity, Inclusion and Justice Plan. She noted that this is something that was identified in the RCD's current strategic plan. She recognized that this could be a model for others in the state, for taking appropriate risk, for making a plan that is affordable, and for broadening perspective of DEIJ plans beyond outreach. The plan is a call to action that is specific to our district, includes our responsibility as well as the opportunity followed by specific plan. She said staff tried to avoid high level statements that do not include specific activities or are unrelated to RCD work and reviewed the broad categories in the report. She reviewed the systemic barriers to equity in conservation that are identified and the categories for actions in the plan.
- Discussion included whether this document needed counsel or board approval; the value to staff of board adoption; directors' interest in learning more; being truthful about the systems of oppression while still having the document be accessible to people who do not work in equity spaces; plan to bring to the November board meeting; how invested staff are in this document; appreciation for the work that has gone into the draft; and how welcome feedback is.

6.3 Report out on October 17 Central Coast RCD Regional Meeting at Paicines Ranch.

- Stielstra reported that the meeting was well attended; that he, director Guy, and Nelson attended; that there was a quorum of directors so that votes could be held; changes in leadership of the Region, including Stielstra being voted in as Regional Chair, which means he is now on CARCD board of directors; how he looks forward to this role; and his appreciation for Karminder Brown, the executive director of San Benito RCD who coordinated the meeting.
- Nelson expressed gratitude for Stielstra stepping in and bringing fresh energy and the value he will bring.

6.4 Updates regarding investing the RCD's Operating Reserve.

- Stielstra reported on his work on this issue via the Finance Committee; meetings with Tri-County Bank; which options had higher rates and which options are offered by the RCD's bank versus other financial institutions; and how much to put in different CDs.
- Discussion included the need for liquidity being relatively low since this is only for operating reserve funds; how liquidity would work; support for the 4% rate; the desire to start as soon as possible; and next steps for the Finance Committee.

6.5 Directors' connection and reports

- Etherton: City of Brisbane received a prestigious award for a program that Etherton created. Asked directors to consider joining her on Personnel Committee.

- **Action:** Nelson asked Aguilar and Hodges to add this as an item to an upcoming board meeting.
- Stielstra is looking forward to more engagement in his new role with CARCD and asked who is going to the conference in December (Stielstra, Kassam, and Wade will go).
- Keener reported that the Pacifica Watershed Coalition has formed a coalition of organizations to monitor San Pedro Creek weekly for Fecal Indicator Bacteria at four sites. Nelson asked Keener about the vision for partnership with the RCD and for his leadership in coordinating between the two groups, particularly regarding sharing data. Discussion included certified vs. uncertified labs, as uncertified labs are cheaper and get faster results but are not considered credible data by some entities.
- Etherton discussed a proposal to redevelop the quarry on San Bruno Mountain and her review of the EIR. Discussion included RCD's nonadvocacy role but being able to provide technical assistance for the review.

7. Adjourn Meeting

Weil moved to adjourn. Etherton seconded. Motion passed unanimously.
The next Regular Meeting of the Board of Directors will be November 21, 2024

SAN MATEO RESOURCE CONSERVATION DISTRICT

FINANCIAL STATEMENTS

AS OF JUNE 30, 2024

SAN MATEO RESOURCE CONSERVATION DISTRICT

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San Mateo Resource Conservation District
Financial Budget
As of June 30, 2024

	FY 24	06.30.24	
	Budget	Actual	%
REVENUE			
<u>Program Revenue</u>			
Agricultural Ombudsman	67,362.00	155,169.39	230%
Climate Mitigation and Adaptation	587,256.00	3,736,267.18	636%
Conservation Technical Assistance	388,198.00	330,625.27	85%
Cutting Green Tape	40,000.00	47,885.61	NA
Erosion and Sediment Management	360,304.00	306,499.83	85%
Fee for Service	NA	13,107.88	NA
Fire and Forestry	4,671,135.00	3,026,338.84	65%
Habitat Enhancement	4,911,575.00	3,334,787.57	68%
Santa Cruz Mountains Stewardship Network	223,985.00	288,978.72	129%
Stream Gage	NA	88,896.25	NA
Water Quality	1,049,342.00	414,703.92	40%
Water Resources & Conservation	5,205,746.00	5,402,878.33	104%
Subtotal Program Revenue	17,504,903.00	17,146,138.79	98%
<u>Other Revenue</u>			
County Contributions	200,000.00	-	0%
Donations	40,000.00	318,057.57	795%
Interest Income	2,000.00	1,517.26	76%
Misc. Income	NA	22,410.77	NA
Property Tax	85,000.00	106,237.63	125%
Subtotal Other Revenue	327,000.00	448,223.23	137%
Total Revenue	17,831,903.00	17,594,362.02	99%
EXPENSES			
<u>Operating Expenses</u>			
Personnel (Salaries & Fringe)	3,037,787.00	3,095,653.47	102%
Other	564,000.00	355,197.09	63%
Subtotal Operating Expenses	3,601,787.00	3,450,850.56	96%
<u>Program Expenses</u>			
Agricultural Ombudsman	600.00	32,248.83	5375%
Climate Mitigation and Adaptation	409,022.00	3,236,926.88	791%
Conservation Technical Assistance	199,193.00	107,364.23	54%
Cutting Green Tape	20,000.00	8,805.00	NA
Erosion and Sediment Management	300,600.00	264,908.84	88%
Fee for Service	NA	53,360.40	NA
Fire and Forestry	3,866,100.00	2,198,148.37	57%
Habitat Enhancement	3,865,673.00	2,437,342.42	63%
Santa Cruz Mountains Stewardship Network	88,434.00	81,765.61	92%
Stream Gage	NA	61,978.50	NA
Water Quality	689,444.00	356,708.47	52%
Water Resources & Conservation	4,671,559.00	4,753,075.61	102%
Subtotal Program Expenses	14,110,625.00	13,592,633.16	96%
Total Expenses	17,712,412.00	17,043,483.72	96%
NET	119,491.00	550,878.30	
Operating Reserve Allocation	250,000.00	250,000.00	

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them

San Mateo Resource Conservation District

Balance Sheet

As of June 30, 2024

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
1030 · Checking Account (5269)	180,312.48
1031 · Restricted State Funds (5012) (Butano Channel)	2,998.24
1032 · Operating Reserve (0202)	1,100,558.97
Total Checking/Savings	1,283,869.69
Accounts Receivable	
1200 · Accounts Receivable	7,244,840.84
Total Accounts Receivable	7,244,840.84
Total Current Assets	8,528,710.53
Fixed Assets	
1500 · Ford Truck	46,136.73
Total Fixed Assets	46,136.73
TOTAL ASSETS	8,574,847.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,366,225.99
Total Accounts Payable	1,366,225.99
Credit Cards	
2025 · Visa - Nelson - 2778	1,432.23
2035 · Visa - Issel - 0129	5,909.43
Total Credit Cards	7,341.66
Other Current Liabilities	
2045 · Accrued Payroll	236,892.92
2060 · Accrued Time Off	163,169.22
2400 · Deferred Revenue	
2401 · NFWF - San Bruno Mtn Butterfly	645,275.99
2405 · NFWF - Bonde Weir	3,263.86
2406 · CARCD - Pesc. Water Monitoring	1,921.74
2408 · Cutting Green Tape	21,952.05
2410 · Santa Cruz Mountain Stewardship	329,356.78
2411 · SCMSN - Atlas Project	8,423.99
2412 · SCMSN-Spotlight Stewardship	13,994.36
2414 · SCMSN - Veg Gen	14,403.12
2416 · SCMSN - COVID	23.74
2419 · Sempervirens - Gazos Watershed	20,000.00
2420 · MROSD - Driscoll Ranch	60.35
2421 · MROSD - Apple Orchard	14.97
2425 · Randtron Antenna	2,607.48
2426 · Water Resources Fund	1,560,377.90
2429 · PG&E - Apple Orchard	216,647.97
2430 · PG&E - Butano Mitigation Proj.	121,515.41

San Mateo Resource Conservation District

Balance Sheet

As of June 30, 2024

	Jun 30, 24
2431 · PG&E - Project Development	33,668.57
2432 · PG&E Foundation - Hedge Rows	3,014.54
2433 · PG&E - Tree Planting	23,583.82
2434 · PG&E - San Bruno Mountain	1,994.49
2435 · Cloverdale Ponds	75,132.38
2446 · SMC - Ag Plastics Recycling	789.13
2448 · STATE - Portola/Peter's Creek	720,000.00
2449 · STATE - Evan's Creek Fish Pass.	873,679.90
2451 · SMC - Butano Channel	2,606.85
2465 · NACD - Urban Farming TA	19,663.24
2466 · NACD - Conservation TA	31,797.52
2468 · SVCF - Water Farm, Fish, People	91,796.18
2470 · SVCF - Carbon Farm Planning	19,919.41
2471 · SVCF - Mobile Laundry Grant	7,568.25
2473 · RLF - TMDL Pescadero Butano	3.76
2475 · SAM - First Flush	17,775.85
2477 · COP - First Flush	-1,099.90
2478 · COP - San Pedro Creek FP	59.19
2481 · Local Carbon Farming Fund Pilot	21,135.00
2488 · POST - Back 40 Grant Writing	5,000.00
2489 · PAR - Carbon Farm Planning	12,027.98
2491 · POST - Rangeland Compost	2,772.76
2492 · Ag Stewardship Food Hub	11,149.71
2493 · POST - Potrero Nuevo Pond	40,000.00
2495 · POST - Backfield	75,000.00
2496 · Forest Task Force 2023	36,546.25
2497 · Climate & Agriculture	6,342.00
2498 · Barranca-Knolls/Cougar Ridge	14,950.77
2499 · Streamgages	
2499.1 · Pilarcitos Streamgage	29,202.92
2499.2 · Butano Streamgage	11,014.06
2499.3 · San Gregorio Streamgage	32,191.00
Total 2499 · Streamgages	72,407.98
Total 2400 · Deferred Revenue	5,179,125.34
Total Other Current Liabilities	5,579,187.48
Total Current Liabilities	6,952,755.13
Total Liabilities	6,952,755.13
Equity	
3500 · Net Assets	1,071,213.83
Net Income	550,878.30
Total Equity	1,622,092.13
TOTAL LIABILITIES & EQUITY	8,574,847.26

San Mateo Resource Conservation District

Profit & Loss

July 2023 through June 2024

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income	
4010 · Contracts	17,146,138.79
4020 · Donations	318,057.57
4040 · Interest	1,517.26
4055 · Property Tax	106,237.63
4080 · Stipend	3,728.25
4090 · Other Income	18,682.52
Total Income	17,594,362.02
Gross Profit	17,594,362.02
Expense	
5100 · Personnel	
5110 · Salary	2,605,710.47
5115 · Employer Payroll Taxes	202,168.15
5120 · Benefits	21,072.50
5125 · Employee Non-Tax Reimbursements	6,300.00
5130 · Payroll Processing Charges	3,611.20
5135 · PTO Accruals	83,636.22
5140 · 401K Admin Fees	4,052.00
5145 · 401K Employer Contributions	169,102.93
Total 5100 · Personnel	3,095,653.47
5200 · Operating Expense	
5205 · Bank Fees	622.43
5206 · RCD Vehicle	2,191.60
5210 · Communications	7,801.36
5215 · Dues-Membership-Subscriptions	15,937.05
5220 · Equipment	11,479.00
5223 · Travel	3,388.77
5225 · Information Technology	71,344.88
5230 · Insurance	
5232 · Health Insurance	101,230.51
5230 · Insurance - Other	12,843.63
Total 5230 · Insurance	114,074.14
5235 · Office Supplies	6,211.46
5240 · Rent	73,243.60
5245 · Accounting Services	460.00
5247 · Audit Services	3,133.00
5250 · Legal Services	563.70
5255 · Misc. Consulting Services	19,216.00
5260 · Development & Fundraising	15.00
5265 · Discretionary	5,522.52
5270 · Prof. Development & Meetings	18,198.85
5285 · Postage & Shipping	361.90
5290 · Meals	1,431.83
Total 5200 · Operating Expense	355,197.09
5300 · Program Expenses	
5310 · Project Implementation	13,592,633.16
Total 5300 · Program Expenses	13,592,633.16
Total Expense	17,043,483.72
Net Ordinary Income	550,878.30
Net Income	550,878.30

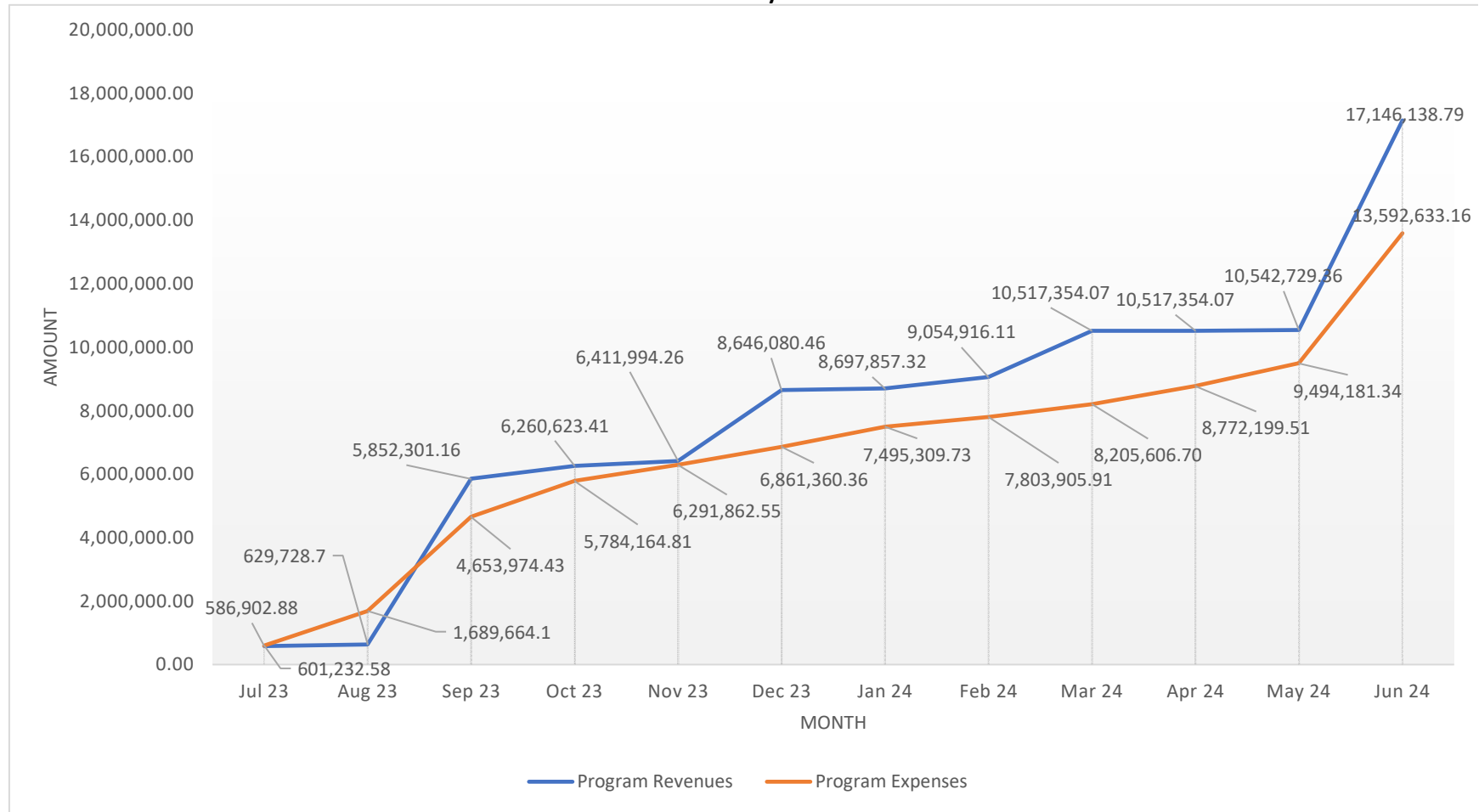
San Mateo Resource Conservation District

Profit Loss

July 2023 through June 2024

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	TOTAL
Ordinary Income/Expense													
Income													
4010 - Contracts	586,902.88	42,825.82	5,222,572.46	408,322.25	151,370.85	2,234,086.20	51,776.86	357,058.79	1,462,437.96	0.00	25,375.29	6,603,409.43	17,146,138.79
4020 - Donations	1,600.00	185.90	1,025.00	3,500.00	17,067.50	23,354.12	4,384.30	240,179.85	19,900.00	816.20	5,845.70	199.00	318,057.57
4040 - Interest	136.93	79.56	392.00	77.39	93.86	190.52	166.69	89.51	76.12	87.34	71.97	55.37	1,517.26
4055 - Property Tax	218.43	4,532.22	272.91	0.00	7,073.71	45,312.50	5,193.50	5,818.03	4,368.55	24,022.72	9,331.46	93.60	106,237.63
4080 - Stipend	0.00	0.00	0.00	1,400.00	510.00	175.00	0.00	43.25	1,600.00	0.00	0.00	0.00	3,728.25
4090 - Other Income	0.00	0.00	0.00	0.00	0.00	0.00	468.11	17,889.89	0.00	324.52	0.00	0.00	18,682.52
Total Income	588,858.24	47,623.50	5,224,262.37	413,299.64	176,115.92	2,303,118.34	61,989.46	621,079.32	1,488,382.63	25,250.78	40,624.42	6,603,757.40	17,594,362.02
Gross Profit	588,858.24	47,623.50	5,224,262.37	413,299.64	176,115.92	2,303,118.34	61,989.46	621,079.32	1,488,382.63	25,250.78	40,624.42	6,603,757.40	17,594,362.02
Expense													
Uncategorized Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5100 - Personnel													
5110 - Salary	0.00	213,820.44	207,586.13	223,865.86	215,655.09	219,544.43	227,724.05	218,572.79	214,157.80	214,086.67	215,195.52	435,501.69	2,605,710.47
5115 - Employer Payroll Taxes	0.00	16,124.45	15,716.22	17,034.21	15,351.85	15,741.51	21,909.91	16,694.37	16,041.06	18,026.56	16,593.81	32,934.20	202,168.15
5120 - Benefits	1,651.00	1,651.00	1,499.00	2,107.00	1,651.00	1,651.00	1,879.00	1,955.00	1,803.00	1,347.00	1,347.00	2,075.50	21,072.50
5125 - Employee Non-Tax Reimbursements	0.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	1,800.00	6,300.00
5130 - Payroll Processing Charges	0.00	238.75	226.77	290.42	290.42	476.25	294.07	909.65	285.60	0.00	292.90	306.37	3,611.20
5135 - PTO Accruals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83,636.22	83,636.22
5140 - 401K Admin Fees	310.00	310.00	310.00	310.00	315.00	587.00	320.00	315.00	315.00	320.00	320.00	320.00	4,052.00
5145 - 401K Employer Contributions	0.00	0.00	0.00	0.00	0.00	0.00	169,102.93	0.00	0.00	0.00	0.00	0.00	169,102.93
Total 5100 - Personnel	1,961.00	232,594.64	225,788.12	244,057.49	233,713.36	238,450.19	421,679.96	238,896.81	233,052.46	234,686.23	234,199.23	556,573.98	3,095,653.47
5200 - Operating Expense													
5205 - Bank Fees	11.20	0.00	30.00	186.71	34.99	50.23	0.00	30.00	68.91	28.48	47.30	134.61	622.43
5206 - RCD Vehicle	0.00	423.52	278.32	65.03	57.23	6.51	40.01	52.30	112.74	334.85	189.41	631.68	2,191.60
5210 - Communications	496.09	916.11	1,133.61	496.11	515.58	646.79	528.67	515.01	99.92	955.93	514.77	982.77	7,801.36
5215 - Dues-Membership-Subscriptions	1,431.06	425.66	1,197.92	3,283.80	4,412.38	433.82	1,821.86	835.81	339.89	339.90	355.89	1,059.06	15,937.05
5220 - Equipment	0.00	0.00	234.90	456.20	58.60	41.48	0.00	1,471.55	604.31	456.41	847.02	7,308.53	11,479.00
5223 - Travel	0.00	0.00	0.00	1,322.90	0.00	2,065.87	0.00	0.00	0.00	0.00	0.00	0.00	3,388.77
5225 - Information Technology	367.50	2,603.89	12,965.29	458.24	2,917.87	7,603.74	6,124.72	6,798.56	447.50	4,168.94	9,102.70	17,785.93	71,344.88
5230 - Insurance													
5232 - Health Insurance	11,110.72	8,066.89	6,665.80	10,148.74	9,104.08	9,625.78	9,356.70	8,289.86	8,384.28	8,384.28	8,469.71	3,623.67	101,230.51
5230 - Insurance - Other	0.00	0.00	2,340.06	2,259.68	0.00	0.00	0.00	0.00	0.00	95.00	0.00	8,148.89	12,843.63
Total 5230 - Insurance	11,110.72	8,066.89	9,005.86	12,408.42	9,104.08	9,625.78	9,356.70	8,289.86	8,384.28	8,479.28	8,469.71	11,772.56	114,074.14
5235 - Office Supplies	77.08	715.47	136.27	338.48	575.03	1,221.60	-47.20	698.00	139.32	437.06	403.08	1,517.27	6,211.46
5240 - Rent	0.00	657.00	15,886.80	0.00	15,886.80	0.00	15,886.80	16,724.80	129.00	0.00	0.00	8,072.40	73,243.60
5245 - Accounting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	460.00	460.00
5247 - Audit Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,133.00	0.00	0.00	3,133.00
5250 - Legal Services	0.00	0.00	271.70	123.50	123.50	45.00	0.00	0.00	0.00	0.00	0.00	0.00	563.70
5255 - Misc. Consulting Services	1,059.85	0.00	1,755.00	1,619.64	0.00	2,611.51	130.00	990.00	0.00	0.00	550.00	10,500.00	19,216.00
5260 - Development & Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	0.00	15.00
5265 - Discretionary	509.06	170.39	227.24	1,136.23	107.96	1,229.60	163.60	335.49	39.82	1,204.92	-38.00	436.21	5,522.52
5270 - Prof. Development & Meetings	17.03	540.97	119.02	301.00	3,982.56	3,432.78	281.19	2,512.38	3,240.04	1,234.63	2,286.63	250.62	18,198.85
5285 - Postage & Shipping	0.00	0.00	0.00	0.00	0.00	0.00	123.46	0.00	238.44	0.00	0.00	0.00	361.90
5290 - Meals	0.00	0.00	0.00	0.00	0.00	443.87	987.96	0.00	0.00	0.00	0.00	0.00	1,431.83
Total 5200 - Operating Expense	15,079.59	14,519.90	43,241.93	22,196.26	37,776.58	29,458.58	35,397.77	39,253.76	13,859.17	20,773.40	22,728.51	60,911.64	355,197.09
5300 - Program Expenses													
5310 - Project Implementation	601,232.58	1,088,431.52	2,964,310.33	1,130,190.38	507,697.74	569,497.81	633,949.37	308,596.18	401,700.79	566,592.81	721,981.83	4,098,451.82	13,592,633.16
Total 5300 - Program Expenses	601,232.58	1,088,431.52	2,964,310.33	1,130,190.38	507,697.74	569,497.81	633,949.37	308,596.18	401,700.79	566,592.81	721,981.83	4,098,451.82	13,592,633.16
Total Expense	618,273.17	1,335,546.06	3,233,340.38	1,396,444.13	779,187.68	837,406.58	1,091,027.10	586,746.75	648,612.42	822,052.44	978,909.57	4,715,937.44	17,043,483.72
Net Ordinary Income	-29,414.93	-1,287,922.56	1,990,921.99	-983,144.49	-603,071.76	1,465,711.76	-1,029,037.64	34,332.57	839,770.21	-796,801.66	-938,285.15	1,887,819.96	550,878.30
Net Income	-29,414.93	-1,287,922.56	1,990,921.99	-983,144.49	-603,071.76	1,465,711.76	-1,029,037.64	34,332.57	839,770.21	-796,801.66	-938,285.15	1,887,819.96	550,878.30

San Mateo Resource Conservation District Profit Loss by Month Chart



These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them

Memorandum

Date: October 24, 2024
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to contract with L.D. Giacomini Enterprises, Inc. to construct the repair of Schenly Creek crossing on Old Haul Road in Pescadero Creek County Park.

Staff recommends the board of directors approves contracting with L.D. Giacomini Enterprises, Inc. for an amount not to exceed \$570,000 to repair an actively failing crossing at Schenly Creek on Old Haul Road in Pescadero Creek County Park

The project will prevent harmful sedimentation impacts on critical habitat for coho salmon in Pescadero Creek and ensure that San Mateo County Parks (Parks) and CAL FIRE have reliable, safe access to the park and surrounding areas for maintenance, management and fire protection. Additionally, implementation of this project will facilitate safe construction access for future forest health projects that the RCD and Parks are planning in Pescadero Creek County Park. Construction is planned for fall of 2025. Funding for the project is a combination of NOAA Transformational Habitat Restoration and Coastal Resilience Grant (\$170,000), Nonpoint Source Program 319(h) Grant (\$200,000) and San Mateo County Parks (\$200,000).

The RCD's procurement policy (adopted May 18, 2023, found on our website [here](#)) establishes the RCD's requirements for subawards and the procurement of services, construction contracts and materials and supplies. It is consistent with the California Public Contracting Code (§1100-22355). This construction contract is greater than \$200,000 but the Sole Source exception to competitive procurement in section 5.2.1 of the policy applies for the following reason:

Storm impacts since 2022 have damaged and accelerated degradation of numerous stream crossings along Old Haul Road in Pescadero Creek County Park. Like the failing Schenly Creek crossing, many of these are Humboldt log crossings from the 1940s that were already in poor shape. The RCD has repaired three of these large crossings on Old Haul Road and we now know that they pose unique challenges due a combination of factors.:

- Highly constrained construction access and excavation in steep, heavily-forested terrain
- Presence of sensitive habitats and threatened and endangered species
- Very short construction work window (6 weeks in September and October) set by permits and on-site conditions
- Unpredictable and significant quantities, depth and types of unstable fills in the crossings

Experience from the past Humboldt crossing repairs has also shown that information from site testing (e.g. drilling) of the fill material is too unreliable to be useful for accurately predicting construction parameters and conditions at depth. For these types of repairs it is essential that the project engineer has the appropriate professional expertise as well as demonstrated experience with making field-based adjustments to the construction specifications based on actual site conditions as they become apparent. As such, the RCD has already contracted with Tim Best (Certified Engineering Geologist) as project engineer.

It is equally necessary that the contractor has the appropriate equipment and crew capacity as well as proven success implementing these specific projects per field-adapted specifications provided by the engineer, on time, in a manner protective of the sensitive resources, safe for workers, and within budget.

At this time, L.D. Giacomini Enterprises, Inc is the sole contractor with the specialized skills and experience described above, and therefore meets the requirements for an exception to competitive procurement requirements under 5.2.1(b) of the RCD's procurement policy.

Per the procurement policy adopted in May of 2023, an explanation of the applicable exception(s) shall be documented in writing and approved prior to entering into contract, by the Board of Directors for procurements for an amount over \$200,000.

Memorandum

Date: October 22, 2024
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to approve a minor change to the Procurement and Subaward Policy

Staff recommends the board of directors approve a minor change to the Procurement and Subaward Policy (found on our website [here](#)) that was adopted May 18, 2024. The adopted Policy establishes the RCD's requirements for subawards and the procurement of services, construction contracts and materials and supplies. It is consistent with the California Public Contracting Code (§1100-22355).

The change provides helpful clarity for the RCD's competitive informal bid processes for construction services by including language concerning the review and award of bids that applies to all competitive bid processes (i.e. formal and informal) for construction but was inadvertently left out of this section (4.3.6 Competitive Informal Bid Process) in the adopted Policy. Although the omission of this language has not affected the application of the bid process policies, it has caused some confusion for RCD staff that can be avoided going forward. The language to be added (shown below) is the same as in section 4.3.5. Competitive Formal Bid Process in the adopted Policy.

The District reserves the right to waive irregularities relative to the responsiveness of any bid, so long as they do not give competitive advantage.

The District may reject any bids presented because bids exceed available funding, the bids are non-responsive and/or deemed not responsible. In such cases, the District shall have the option of pursuing any the following: select an alternate bidder under the same procurement, abandon the project, revise the scope of work and/or specifications and readvertise for bids in the manner described by this policy.

If a construction contract is awarded, it shall be awarded to the lowest-cost, responsive and responsible bidder, except as otherwise provided herein.

If no bids are received through the formal bid procedure, the project may be performed by negotiated contract without further complying with this policy.

MEMORANDUM

Date: October 22, 2024
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation of Contractors for Forest Health and Fire Resiliency Work Identified through Request for Qualifications

RCD staff recommends eight qualified contractors to support the RCD's forest health and fire resiliency work through December 31, 2029. One or more of the contractors will support RCD activities related to:

- project planning and development of management plans (e.g. Timber Harvest Plans, Notice of Emergency Timber Operations for Fuel Hazard Reduction, revegetation plans, Vegetation Management Plans, invasive species removal plans, pest/diseased tree removal plans, etc.);
- permitting and regulatory compliance (e.g. California Environmental Quality Act, California Coastal Act, County of San Mateo Significant Tree Removal Permit, avoidance and minimization measures, biological assessments, etc.);
- project implementation for fuel reduction, tree removal, revegetation, etc.; and
- participation in development of outreach materials and outreach efforts with stakeholders.

On July 31, 2024 San Mateo RCD distributed a Request for Qualifications (RFQ) via email to over 35 firms, Registered Professional Foresters (RPFs), and consultants. Eight responded by the deadline (September 4, 2024) and all eight submissions were complete. RCD staff has reviewed the qualifications of each applicant and recommends them all as a portfolio of potential contractors based on their specialized training and experience and positive previous experiences working with RCD collaborators and stakeholders. The recommended contractors are:

1. Ascent Environmental, Inc.
2. Auten Resource Consulting
3. Dudek
4. Dynamic Forestry Company
5. Jodi McGraw Consulting
6. Mason, Bruce & Girard
7. Sequoia Ecological Consulting, Inc.
8. Sierra Cascade Land Stewards, Inc.

DRAFT DEI Plan

October 22, 2024

Rationale and Principles

- We have both an obligation and an opportunity to advance DEIJ
- It is a component of our Strategic Plan
- We are a model for other RCDs
 - Defining our lane
 - Modeling appropriate risk
 - Showing what is affordable
- Our approach include the individual, the internal organization, the external programs
 - Observed many orgs equating to outreach

Components

- Call to Action
 - Sets a vision for DEIJ
 - Describes how that vision is undermined by broader societal structures and barriers
 - Specific to our district
- Our Responsibility and Opportunity
 - Takes that broader call to action and makes it specific to RCDs
 - Oriented towards a vision- not deficit focused
- Our Plan
 - Principles that guide our approach
 - Strategies and Actions table

Strategies and Actions

- Specific actions
- Broad strategies include
 - Organizational Excellence
 - Conservation Priorities and Services
 - Conservation Workforce
 - Building a Community of Practice

Next Steps

- Staff review and input
- Board review and input
- Partner review and input
- Complete and share by next meeting
 - Does not require board approval
- Present at CARCD conference
- Periodically update status table
 - Share with staff, board, partners, others