



Special Meeting of the Board of Directors

Friday, August 8, 2025

1:30 – 2:00 pm

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

and via Zoom at: <https://us02web.zoom.us/j/81385679041>

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: 813 8567 9041 when prompted.

1. Call to Order
2. Approval of Agenda
3. Introduction of Guests and Staff
4. Regular Agenda 4.1. Board will consider contracting with Community Tree Service, Inc. for the Pescadero Creek County Park Forest Health Project.
5. Adjourn Meeting



Minutes of the Special Meeting of the Board of Directors

Friday, August 8, 2025

1:30 – 2:00 p.m.

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

Directors: Barbara Kossy, Michelle Weil, Steve Stielstra, Troy Guy (On leave: Adrienne Etherton)

Associate Directors: Denise Phillips (Absent: Zahra Kassam, Helen Wolter, John Wade)

RCD staff: Kellyx Nelson, Timothy Federal, Carolyn Kriso, Kati McHugh

1. Call to Order

Kossy called the meeting to order at 1:31 p.m.

2. Approval of Agenda

This item was skipped.

3. Introduction of Guests and Staff

All in attendance introduced themselves.

4. Regular Agenda

4.1. Board will consider contracting with Community Tree Service (CTS) for the Pescadero Creek County Park Forest Health Project.

- Nelson reviewed the attached memorandum and basis of decision.
- Discussion included why there may have been such a gap between the bid amounts, the materials that were missing from the incomplete bid, the RCD's obligation to accept the lowest cost responsible bidder and what constitutes a responsible and responsive bidder, how past performance may or may not be considered, conditions under which change orders are reasonable and unreasonable, and what action the board is taking on this item.

ACTION: Stielstra motioned to contract with Community Tree Services for the Pescadero Creek County Park Forest Health Project, Weil seconded. Motion passed unanimously.

5. Adjourn Meeting

- Kossy adjourned the meeting at 1:45 p.m.

Memorandum

Date: August 8, 2025
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to Contract with Community Tree Service, Inc. for the Pescadero Creek County Park Forest Health Project

RCD staff recommends the Board of Directors approve contracting with Community Tree Service, Inc. to implement the Pescadero Creek County Park Forest Health Project.

The purpose of this project is to improve the health of the forest for biodiversity while additionally reducing the risk of high intensity fire, i.e. the type of fire most likely to have ecosystem impacts that include loss of trees and biodiversity.

The scope of work for this contract includes treatment of 541 acres of understory (497 acres of mechanical mastication, 44 acres of hand thinning). These treatments will reduce the density and continuity of dead, dying, diseased, and overly dense vegetation, and promote ecosystems dominated by healthy, disturbance-tolerant native vegetation represented by a mosaic of species, sizes, and age-classes.

A Request for Bids was distributed via email and shared publicly via the RCD's website, San Mateo Daily Journal and two trade journals. Twenty firms attended a mandatory pre-bid site tour. Eight of the twenty firms submitted bids, all by the deadline of July 28, 2025. Bids were opened during a public meeting on July 28, 2025, with the following results:

Community Tree Service, Inc.	\$1,409,550.00
Bay Area Tree Specialists	\$1,626,454.00
Mountain F Enterprises, Inc.	\$1,999,999.00
The Professional Tree Care Company	\$2,878,300.00
Brush Hog Tree Care, Inc.	\$2,885,500.00
Davey Tree Expert Company, Inc.	\$3,172,893.00
Falk Forestry, Inc. and Earth Foundries, Inc.	\$3,781,581.00
L. D. Giacomini Enterprises, Inc.	Incomplete Bid

Staff from the RCD, San Mateo County Parks and Auten Resource Consulting (the consulting forester for the project) reviewed the bid documents and determined that Community Tree Service, Inc. is the lowest cost responsible bidder for the project. Community Tree Service, Inc.

has experience working with local RCDs and on public lands. Additionally, the RCD contracted with Community Tree Service, Inc. to successfully complete the Girl Scouts of Northern California Camp Butano Forest Health Project (44 acres of mastication and handwork) in 2021.

Figure 1: Project Location Map

