



**Regular Meeting of the Board of Directors**  
**October 20, 2011**  
**6:30 pm – 8:30 pm**  
**Location: RCD Office**

<b>1. Call to Order</b>
<b>2. Introduction of Guests and Staff</b>
<b>3. Public Comment-</b> The Board will hear comments on items that are not on the agenda where the Board has jurisdiction. Comments are limited to three minutes per person. The Board cannot take action on an item unless it is an emergency as defined under Government code Sec. 54954.2.
<b>4. Approval of Agenda</b>
<b>5. Consent Agenda</b> 5.1. September 22, 2011 Draft Meeting Minutes 5.2. September 2011 Draft Financial Statement
<b>6. Discussion Items</b> 6.1. Presentation on RCD's improved GIS capacity by Chelsea Moller
<b>7. Action Items</b> 7.1. <u>Resolution 2011-7: Designating the Authority to Submit a Grant Proposal to Whale Tail Grants Program for Bay-Friendly Garden Tour.</u> Board will consider approval of Resolution 2011-7, authorizing a grant application to the California Coastal Commission's Whale Tail Grants Program for the Bay-Friendly Garden Tour.
<b>8. Adjourn</b> The next Regular Meeting of the Board of Directors will be November 17, 2011.

*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. The Board has designated the San Mateo RCD office, located at the address above, for the purpose of making those public records available for inspection.*

San Mateo County Resource Conservation District  
**Balance Sheet**  
As of September 30, 2011

	<u>Sep 30, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Checking RCD 8123985	12,860.57
1004 · Checking Restricted 8121907	44,613.97
1008 · Checking SEP 8129517 (SEP and CalTrans)	4,368.98
1010 · Money Market 8144886	300,018.00
<b>Total Checking/Savings</b>	<u>361,861.52</u>
<b>Accounts Receivable</b>	
1110 · Contracts Receivable	87,435.55
<b>Total Accounts Receivable</b>	<u>87,435.55</u>
<b>Other Current Assets</b>	
1499 · Undeposited Funds	32,304.34
<b>Total Other Current Assets</b>	<u>32,304.34</u>
<b>Total Current Assets</b>	481,601.41
<b>Other Assets</b>	
1600 · Long-Term Receivables	1,610,213.05
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	1,809.97
<b>Total Other Assets</b>	<u>1,613,323.02</u>
<b>TOTAL ASSETS</b>	<b><u>2,094,924.43</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	68,699.75
<b>Total Accounts Payable</b>	<u>68,699.75</u>
<b>Other Current Liabilities</b>	
2100 · Payroll Taxes Payable	3,479.70
2150 · Compensated absences payable (Sick/Vaca Carryover)	12,269.00
2175 · Credit Line - 1st National	15,000.00
2200 · Deferred Revenue	335,133.00
2250 · Potential Revenue	1,610,213.05
<b>Total Other Current Liabilities</b>	<u>1,976,094.75</u>
<b>Total Current Liabilities</b>	<u>2,044,794.50</u>
<b>Total Liabilities</b>	2,044,794.50
<b>Equity</b>	
3900 · Retained Earnings	51,888.83
Net Income	-1,758.90
<b>Total Equity</b>	<u>50,129.93</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,094,924.43</u></b>

**San Mateo County Resource Conservation District**  
**Profit & Loss**  
July through September 2011

	<u>Jul - Sep 11</u>
Ordinary Income/Expense	
Income	
4010 · Contracts/Grants	86,067.11
4030 · Interest Income	72.31
4200 · Property Tax Revenue	933.73
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Total Income	87,073.15
Expense	
5000 · Personnel	
5010 · Salary	55,337.71
5030 · Salary Tax Expense	4,097.32
5020 · Salary Service Fees	311.44
5040 · Benefits	2,167.00
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Total 5000 · Personnel	61,913.47
6060 · Computer Service	2,005.00
6070 · Communications	
6075 · Internet	562.23
6080 · Telephone	268.50
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Total 6070 · Communications	830.73
6200 · Discretionary	282.17
6300 · Equipment & Furniture	380.00
6500 · Membership, Dues & Subscription	1,000.00
6850 · Rent	3,600.00
7500 · Program Expense	18,820.68
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Total Expense	88,832.05
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Net Ordinary Income	-1,758.90
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Net Income	<u><u>-1,758.90</u></u>



## RESOLUTION No. 2011-7

### DESIGNATING THE AUTHORITY TO SUBMIT A GRANT PROPOSAL TO WHALE TAIL GRANTS PROGRAM FOR BAY-FRIENDLY GARDEN TOUR

**Whereas** the San Mateo County Resource Conservation District is a Special District organized under Division 9 of the California Public Resources Code with an original petition granted on July 1, 1939; and

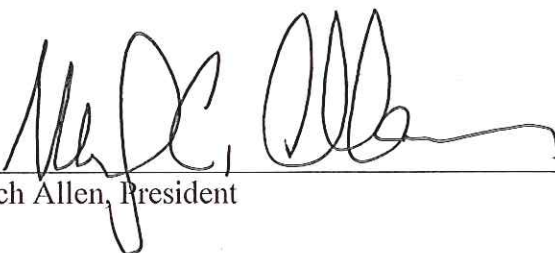
**Whereas** the San Mateo County Resource Conservation District is defined in Section 3501 of the Government Code as a public agency; and

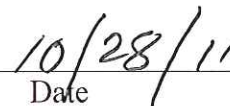
**Whereas** the California Coastal Commission's Whale Tail grants support programs that teach California's children and the general public to value and take action to improve the health of the state's marine and coastal environments; and

**Whereas** consideration for funding requires a resolution from the applicant's governing body containing the authorizations listed below;

**NOW THEREFORE BE IT RESOLVED**, that the San Mateo County Resource Conservation District Board of Directors hereby authorizes Kellyx Nelson, Executive Director, to submit a grant proposal to the Whale Tail program for the Bay-Friendly Garden Tour and enter into a contract with the California Coastal Commission if the grant is awarded.

**ADOPTED** at a regular meeting of the Board of Directors of the San Mateo County Resource Conservation District on October 20, 2011.

  
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Rich Allen, President

  
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Date