



**Regular Meeting of the Board of Directors**  
**January 21, 2010**  
**Location: RCD Office**  
**6:30 pm- 8:30 pm**

<b>1. Call to Order</b>
<b>2. Closed Session</b> <u>Discussion of Personnel Matters.</u> The Board will discuss personnel matters pursuant to Govt. Code Section 54957.
<b>3. Reconvene to Public Session</b> The Board will reconvene to public session at 6:50 p.m.
<b>4. Introduction of Guests and Staff</b>
<b>5. 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>6. Approval of Agenda</b>
<b>7. Consent Agenda</b> 7.1. December 17, 2009 Draft Regular Meeting Minutes 7.2. December 2009 Draft Financial Statements
<b>8. Discussion Items</b> 8.1. NRCS Staffing Update 8.2. Executive Director Year End Report for 2009 8.3. Briefing on Ponds Program
<b>9. Action Items</b> 9.1. <u>Consideration of Grading Permit Exemption.</u> Board will consider request by Midpeninsula Regional Open Space District for a Grading Permit Exemption for work to repair pond DR-06 on La Honda Open Space Preserve.
<b>10. Adjourn</b>

*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**  
**VOLUNTARY SIGN IN SHEET**

DATE OF MEETING: 1/21/2010

	<u>NAME</u>	<u>EMAIL</u>
1.	Jim Reynolds	
2.	RICH ALLEN	
3.	TJ Giambrini	
4.	Kelby Duma	
5.	NEAL KRAMER	
6.	Reg Jones	
7.	Gene Johnson	
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Signing, registering, or completion of this document is voluntary, and all persons may attend the meeting regardless of whether a person signs, registers, or completes this document.

**SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT  
625 Miramontes, Suite 105  
Half Moon Bay, CA 94019**

Minutes  
January 21, 2010  
Meeting of the Board of Directors

**1. Call to Order**

- Rich Allen called the meeting to order at 6:30 p.m. A quorum was declared present.

**2. Closed Session Convened**

- Discussion of Personnel Matters

**3. Reconvene to Public Session**

- Rich Allen called the public meeting to order at 7:00 p.m. A quorum was declared present.
- There were no comments regarding the closed session.

**4. INTRODUCTION OF GUESTS AND STAFF:**

- Directors: Rich Allen, Jim Reynolds, TJ Glauthier, Neal Kramer, Roxy Stone
- Staff: RCD: Renee Moldovan, Kellyx Nelson, NRCS: Jim Howard
- Guests: None

**5. PUBLIC COMMENT:**

- Kellyx advised the Board that we would not be considering the Grading Permit Exemption for Midpeninsula Regional Open Space District, they have tabled the request.

**6. APPROVAL OF AGENDA:**

**7. CONSENT AGENDA:**

- TJ Glauthier MOVED to approve agenda. The motion was CARRIED unanimously.

**8. DISCUSSION ITEMS:**

**8.1 NRCS Staffing Update:**

- Jim H advised that regarding Jim K's move to Marina, he and Daniel Mountjoy, Area Conservationist, had attempted to shift Jim K's duty station to Santa Cruz. Unfortunately, due to State restrictions, this shift could not take place. A compromise was reached and Jim K will spend two (2) days in Santa Cruz, two (2) days in Half Moon Bay, and one (1) day in the field.

**8.2 Executive Director Year End Report:**

- Kellyx gave a Powerpoint presentation of the RCD's year in review.
- We collaborated with new partners on new projects.

- We reinvented resurrected projects.
- We completed projects.
- She pointed out that in spite of the state funding freeze; resulting in layoffs, furloughs, and a decline in revenue, the RCD had persevered. We became scrappy and maintained our hold in the community.
- TJ suggested we put the year in review on our website, and possibly the county website (Rich Gordon's).

### 8.3 Briefing on Ponds Program:

- Kellyx and Jim gave a brief overview of the program.
- They are looking to Alameda as an example of a good program.
- It is not a high cost project to do.
- It is beneficial to producers and a good publicity project for the RCD.
- Project would create habitat and increase row crops.
- Storing water could add to water budgets for producers.
- Monitoring property for ascetics is also important to producers; many have been in the family for generations.
- TJ asked what are the costs to repair the ponds?
- Kellyx advised that "Construction" costs only could be 15-50K, this does not include engineering or project manager.
- Based on fiscal needs one suggestion was that we cost share with the Farm Bureau for access to a GIS internet site, therefore cutting the cost in half.

### 9. **ADJOURN:**

The meeting was adjourned at 8:05 p.m.

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01/14/10

Accrual Basis

**San Mateo County Resource Conservation District**  
**Profit & Loss**  
**July through December 2009**

	<u>Jul - Dec 09</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Contracts/Grants	143,620.80
4030 · Interest Income	196.91
4200 · Property Tax Revenue	6,440.54
<b>Total Income</b>	<u>150,258.25</u>
<b>Expense</b>	
<b>5000 · Personnel</b>	
5010 · Salary	100,756.96
5030 · Salary Tax Expense	7,877.51
5020 · Salary Service Fees	358.44
5040 · Benefits	6,135.19
<b>Total 5000 · Personnel</b>	<u>115,128.10</u>
<b>6000 · Accounting Services</b>	2,933.70
6020 · Bank Fees	280.19
6060 · Computer Service	430.00
<b>6070 · Communications</b>	
6075 · Internet	64.90
6080 · Telephone	332.07
<b>Total 6070 · Communications</b>	<u>396.97</u>
6200 · Discretionary	397.89
6400 · Insurance-Liability	583.56
6500 · Membership, Dues & Subscription	546.00
6550 · Mileage	162.42
6650 · Postage and Delivery	1.70
6750 · Professional Development	1,985.73
6850 · Rent	900.00
7200 · Program Consultant	11,097.50
7500 · Program Expense	27,061.55
<b>Total Expense</b>	<u>161,905.31</u>
<b>Net Ordinary Income</b>	<u>-11,647.06</u>
<b>Net Income</b>	<u><u>-11,647.06</u></u>

2:57 PM

01/14/10

Accrual Basis

**San Mateo County Resource Conservation District**  
**Balance Sheet**  
As of December 31, 2009

	<u>Dec 31, 09</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Checking RCD 8123985	27,638.52
1004 · Checking Restricted 8121907	10,632.06
1008 · Checking SEP 8129517 (SEP and CalTrans)	20,506.97
<b>Total Checking/Savings</b>	<u>58,777.55</u>
<b>Accounts Receivable</b>	
1110 · Contracts Receivable	80,639.04
<b>Total Accounts Receivable</b>	<u>80,639.04</u>
<b>Total Current Assets</b>	139,416.59
<b>Other Assets</b>	
1600 · Long-Term Receivables	996,531.46
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	1,167.10
<b>Total Other Assets</b>	<u>998,998.56</u>
<b>TOTAL ASSETS</b>	<u><u>1,138,415.15</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	55,873.83
<b>Total Accounts Payable</b>	55,873.83
<b>Other Current Liabilities</b>	
2100 · Payroll Taxes Payable	450.46
2200 · Deferred Revenue	1,034,618.62
<b>Total Other Current Liabilities</b>	<u>1,035,069.08</u>
<b>Total Current Liabilities</b>	<u>1,090,942.91</u>
<b>Total Liabilities</b>	1,090,942.91
<b>Equity</b>	
3900 · Retained Earnings	-106,564.05
3910 · Restricted Retained Earnings (Unearned revenue)	165,683.35
Net Income	-11,647.06
<b>Total Equity</b>	<u>47,472.24</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,138,415.15</u></u>