



**Regular Meeting of the Board of Directors**  
**April 19, 2010**  
**Location: RCD Office**  
**6:30 pm- 8:30 pm**

<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. January 21, 2010 Draft Regular Meeting Minutes 5.2. January 2010 Draft Financial Statements 5.3. February 2010 Draft Financial Statements 5.4. March 2010 Draft Financial Statements
<b>6. Discussion Items</b> 6.1. FY 2008/2009 Audit Update 6.2. Form 700 Annual Statement of Economic Interests 6.3. FY 2011 Budget Timeline 6.4. Executive Director Report <ul style="list-style-type: none"> <li>▪ <u>Item distributed:</u> March 9, 2010 memorandum to San Mateo County Board of Supervisors Environmental Committee entitled “San Mateo- Santa Cruz Community Wildfire Protection Plan.”</li> </ul>
<b>7. Action Item</b> 7.1. Consideration of interagency agreement C0968021 with California Department of Parks and Recreation to conduct a cross-sectional survey of the main channels, creeks, and lagoon at Pescadero State Beach. <ul style="list-style-type: none"> <li>▪ <u>Item distributed:</u> March 15, 2010 memorandum from David Revell of Philip Williams &amp; Associates with the subject “Cross sectional survey project ideas.”</li> <li>▪ <u>Item distributed:</u> Department of Parks and Recreation Interagency Agreement Number C0968021.</li> </ul>
<b>8. 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.*

**Minutes of the Regular Meeting of the Board of Directors**  
**April 19, 2010**  
**Location: RCD Office**

Directors present: Rich Allen, TJ Glauthier, Neal Kramer

Staff present: RCD- Kellyx Nelson, Renee Moldovan; NRCS- Jim Howard

**1. Call to Order**

Allen called the meeting to order at 6:30 p.m.

**2. Introduction of Guests and Staff.**

There were no guests.

**3. Public Comment.**

There was no public comment.

**4. Approval of Agenda.**

The agenda was approved.

**5. Consent Agenda.**

Glauthier moved and Kramer seconded approval of the consent agenda. Passage was unanimous. TJ noted that the financials are looking better than they have since the State freeze affected the RCD.

**6. Discussion Items**

- **FY 2008/2009 Audit Update.** The biannual audit will cover the two fiscal years ending in 2008 and 2009. The audit is just beginning, with new auditors. The RCD will not receive the final documented audit until the amount is paid in full, and will receive a draft prior to then.
- **Form 700 Annual Statement of Economic Interests.** Renee reminded directors to submit their forms if they had not already and informed them that she received notice from the County that beginning next year, anyone remiss in sending the documents on time will be charged \$10 per day that they are late.
- **FY 2011 Budget Timeline.** Staff will meet with Glauthier in April and bring a proposed draft budget to the May Board meeting. There is more certainty about funding and projects than last year, as bond funding continues to be restored.
- **Executive Director Report**
  - *San Mateo-Santa Cruz Community Wildfire Protection Plan.* The final plan will soon be released. Nelson referred to the memorandum that was distributed with the board packet. County Board of Supervisors vote on adoption May 11, 2010.
  - *Pilarcitos Lagoon Habitat Enhancement Opportunity Study* will be completed and released in May.
  - *Pilarcitos Road Assessment Project* was not funded by DFG Fisheries Restoration Grant Program (FRGP). It took them a year to notify applicants whether or not projects were funded. DFG staff contacted RCD and promised Adaptive Management Funds to complete part of the project. Staff is moving forward with developing that contract.

- *San Gregorio Creek Watershed Plan* is expected to be completed and released soon. RCD staff submitted a grant application to DFG's FRGP in partnership with American Rivers, NRCS, and FWS to implement recommendations in the plan. If funded, it would launch an RCD San Gregorio Watershed Enhancement Program and enable us to hire a project manager.
- *It Takes A Community to Care for a Watershed.* Volunteers have been monitoring creeks monthly and will continue through rest of the wet year. We will have public workshop on results.
- *Agricultural Water Quality Project.* We will have funds for another round of selection and will contact Selection Committee soon. TJ found that exceptions were made to burdensome ARRA requirements for solar projects and had forwarded information to Kellyx to see if that may be useful or applicable to what we have experienced with our projects on small farms. Jim Howard recommended Kellyx follow up with Gail Norton with the State NRCS office.
- *Blue Circle.* The recent event on geotourism resulted in creation of an online community about geotourism in SMC and inclusion in Central Coast mapping effort. Staff and directors expressed gratitude to Cypress Meadows Inn for hosting the event.
- *Technical workshops.* RCD and NRCS staffs are planning a workshop on pond maintenance.
- *Critical Coastal Area.* Funding was just restored. We had \$13K remaining in contract with San Francisco Estuary Institute and are now discussing what would be the best use of those funds.
- *Identification and Remediation of Fecal Pollution in Pillar Point Harbor.* Staff is working with subcontractors to redesign the scope of work and budget and will soon submit proposed contract amendments to the Water Board.
- *Midcoast Groundwater Study.* An administrative draft of the Phase III study has been completed. Kellyx and the County are reviewing it before public release. TJ suggested that RCD directors be able to preview study before it is released to the public so that directors can appropriately address any inquiries that come up.
- *Rural roads program.* The recent roads workshop at Gazos Grill was well attended and well received. The field component was postponed because the roads were too wet and is coming up in May. We received 7 requests for assistance with roads coming out of the workshop. Ellen is adapting RCD of Santa Cruz's roads manual for San Mateo County.
- Kellyx briefed the Board on discussions she and Karen Christensen from RCD of Santa Cruz have been having with a number of parties regarding overall RCD viability and ecosystem markets.

## 7. Action Item

Directors considered interagency agreement C0968021 with California Department of Parks and Recreation to conduct a cross-sectional survey of the main channels, creeks, and lagoon at Pescadero State Beach.

ACTION: Glauthier moved approval, Kramer seconded and the agreement was approved unanimously.

## 8. Adjourn

Prior to adjournment, directors set the next meeting date for May 13, 2010 to ensure quorum.

Meeting adjourned at 7:30.

11:50 AM

03/15/10

Accrual Basis

**San Mateo County Resource Conservation District**  
**Balance Sheet**  
As of February 28, 2010

	<u>Feb 28, 10</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Checking RCD 8123985	46,182.80
1004 · Checking Restricted 8121907	10,634.97
1008 · Checking SEP 8129517 (SEP and CalTrans)	12,499.71
Total Checking/Savings	<u>69,317.48</u>
Accounts Receivable	
1110 · Contracts Receivable	57,185.77
Total Accounts Receivable	<u>57,185.77</u>
Total Current Assets	126,503.25
Other Assets	
1600 · Long-Term Receivables	1,038,410.65
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	1,167.10
Total Other Assets	<u>1,040,877.75</u>
<b>TOTAL ASSETS</b>	<b><u>1,167,381.00</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	46,932.90
Total Accounts Payable	<u>46,932.90</u>
Other Current Liabilities	
2100 · Payroll Taxes Payable	-130.16
2200 · Deferred Revenue	1,076,497.81
Total Other Current Liabilities	<u>1,076,367.65</u>
Total Current Liabilities	<u>1,123,300.55</u>
Total Liabilities	1,123,300.55
Equity	
3900 · Retained Earnings	-106,750.16
3910 · Restricted Retained Earnings (Unearned revenue)	160,288.11
Net Income	-9,457.50
Total Equity	<u>44,080.45</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,167,381.00</u></b>

11:49 AM  
03/15/10  
Accrual Basis

**San Mateo County Resource Conservation District**  
**Profit & Loss**  
July 2009 through February 2010

	<u>Jul '09 - Feb 10</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Contracts/Grants	181,822.68
4015 · Fines and Mitigation Funds	4,743.16
4030 · Interest Income	225.75
4200 · Property Tax Revenue	<u>33,015.86</u>
<b>Total Income</b>	219,807.45
<b>Expense</b>	
5000 · Personnel	
5010 · Salary	106,964.65
5030 · Salary Tax Expense	8,974.53
5020 · Salary Service Fees	577.89
5040 · Benefits	<u>15,970.61</u>
<b>Total 5000 · Personnel</b>	132,487.68
6000 · Accounting Services	2,933.70
6020 · Bank Fees	305.44
6060 · Computer Service	480.00
6070 · Communications	
6075 · Internet	194.70
6080 · Telephone	<u>400.00</u>
<b>Total 6070 · Communications</b>	594.70
6200 · Discretionary	912.17
6400 · Insurance-Liability	583.56
6500 · Membership, Dues & Subscription	546.00
6550 · Mileage	305.20
6650 · Postage and Delivery	1.70
6750 · Professional Development	2,024.72
6850 · Rent	2,700.00
6900 · Supplies	70.64
6950 · Travel/Accomodations	249.59
7200 · Program Consultant	36,765.00
7500 · Program Expense	<u>48,304.85</u>
<b>Total Expense</b>	229,264.95
<b>Net Ordinary Income</b>	<u>-9,457.50</u>
<b>Net Income</b>	<u><u>-9,457.50</u></u>

11:13 AM  
 04/15/10  
 Accrual Basis

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

	Mar 31, 09
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Checking RCD 8123985	14,713.22
1004 · Checking Restricted 8121907	10,573.25
1008 · Checking SEP 8129517 (SEP and CalTrans)	27,282.39
<b>Total Checking/Savings</b>	52,568.86
<b>Accounts Receivable</b>	
1110 · Contracts Receivable	149,525.00
<b>Total Accounts Receivable</b>	149,525.00
<b>Other Current Assets</b>	
1499 · Undeposited Funds	66.00
<b>Total Other Current Assets</b>	66.00
<b>Total Current Assets</b>	202,159.86
<b>Other Assets</b>	
1600 · Long-Term Receivables	749,698.64
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	548.96
<b>Total Other Assets</b>	751,547.60
<b>TOTAL ASSETS</b>	<b>953,707.46</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	327,742.89
<b>Total Accounts Payable</b>	327,742.89
<b>Other Current Liabilities</b>	
2100 · Payroll Taxes Payable	-691.86
2200 · Deferred Revenue	787,785.80
<b>Total Other Current Liabilities</b>	787,093.94
<b>Total Current Liabilities</b>	1,114,836.83
<b>Total Liabilities</b>	1,114,836.83
<b>Equity</b>	
3900 · Retained Earnings	-91,110.73
3910 · Restricted Retained Earnings (Unearned revenue)	173,406.76
Net Income	-243,425.40
<b>Total Equity</b>	-161,129.37
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>953,707.46</b>

1:40 PM  
04/12/10  
Accrual Basis

**San Mateo County Resource Conservation District**  
**Profit & Loss**  
July 2009 through March 2010

	<u>Jul '09 - Mar 10</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Contracts/Grants	204,288.51
4015 · Fines and Mitigation Funds	30,052.08
4030 · Interest Income	244.26
4200 · Property Tax Revenue	33,089.86
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<b>Total Income</b>	267,674.71
<b>Expense</b>	
5000 · Personnel	
5010 · Salary	121,805.78
5030 · Salary Tax Expense	10,109.88
5020 · Salary Service Fees	644.74
5040 · Benefits	16,296.61
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<b>Total 5000 · Personnel</b>	148,857.01
6000 · Accounting Services	2,933.70
6020 · Bank Fees	451.83
6060 · Computer Service	568.60
6070 · Communications	
6075 · Internet	259.60
6080 · Telephone	418.37
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<b>Total 6070 · Communications</b>	677.97
6200 · Discretionary	1,243.42
6400 · Insurance-Liability	583.56
6500 · Membership, Dues & Subscription	546.00
6550 · Mileage	305.20
6650 · Postage and Delivery	1.70
6750 · Professional Development	2,024.72
6850 · Rent	3,600.00
6900 · Supplies	164.88
6950 · Travel/Accomodations	249.59
7200 · Program Consultant	36,765.00
7500 · Program Expense	51,565.80
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<b>Total Expense</b>	250,538.98
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<b>Net Ordinary Income</b>	17,135.73
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<b>Net Income</b>	<u>17,135.73</u>

San Mateo County Resource Conservation District

**MEMORANDUM**

Date: March 9, 2010  
To: Board of Supervisors Environmental Quality Committee  
From: Kellyx Nelson  
Re: San Mateo-Santa Cruz Community Wildfire Protection Plan

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On May 11, 2010, CAL FIRE and the RCD will be asking the San Mateo County Board of Supervisors to adopt the San Mateo- Santa Cruz Community Wildfire Protection Plan (CWPP). Public comment on the draft plan closes on March 19, 2010.

**Introduction**

A Community Wildfire Protection Plan (CWPP) is a strategic plan that identifies fire risks and hazards facing communities in the Wildland Urban Interface (WUI) and provides recommendations to reduce those risks. A CWPP may address issues such as wildfire response, hazard mitigation, community preparedness, or structure protection.

This CWPP is being developed through a partnership of CAL FIRE, the Resource Conservation Districts of Santa Cruz and San Mateo Counties, and the US Fish and Wildlife Service. It will document actions intended to reduce the risk wildfire poses to people, property, and the environment.

The WUI is the zone where structures and other human development meet or intermingle with wildland or vegetative fuels. The WUI zone poses tremendous risks to life, property, and infrastructure in associated communities and is one of the most dangerous and complicated situations that firefighters face.

As more people have moved into the rural and forested areas, the number of large wildfires affecting homes and property has increased dramatically. Fifty percent of federal funds for fuel reduction must be spent in these areas, and communities that develop a CWPP are given priority when funding opportunities for fuels reduction on private and public lands are available.

A recent study conducted by Headwaters Economics ranked San Mateo County 21<sup>st</sup> among the 413 counties in the western states for the percentage of homes along the WUI

and in the top half of counties in California for fire risk. Furthermore, San Mateo County is experiencing extensive development of homes and excessive buildup of flammable vegetation within the WUI. This has created the potential for devastating loss of life, residential and commercial property, and forest resources.

CWPPs are authorized and defined in Title 1 of the federal Healthy Forests Restoration Act of 2003. A CWPP must be developed collaboratively, must prioritize fuel reduction areas, and must provide recommendations to reduce the ignitability of structures. The CWPP is not a legal document and is not intended to be an all-encompassing document for fire planning and management in San Mateo County.

### Content of the draft plan

Due to the diversity of communities and landscapes within the two counties, the plan divides the two counties into ten planning areas, five in each county. In San Mateo County, the five planning areas are: North- Coastal, Bayside, Central- Coastal, Interior, and South. These smaller planning areas allow more efficient local planning and help ensure that San Mateo County projects do not compete with those in Santa Cruz County. There are, however, instances of interconnectivity between planning areas and between counties.

The plan conveys information via a number of maps, including:

- fire history
- fuel hazard rankings
- WUI areas
- project priority areas
- potential projects/ fuel breaks

The appendices include a list of project proposals that have been submitted by members of the public and a chapter about sensitive habitats and permitting.

### History and timeline

Following the 2008 Summit Fire that burned over 4,000 acres in Santa Cruz County, CAL FIRE, the RCDs of San Mateo and Santa Cruz Counties, and US Fish and Wildlife Service partnered and sought funds to develop a CWPP.

A blog was established in May 2009 as a resource for those interested in following the project closely or getting more information. In June 2009, a public meeting was convened in each county to introduce community members to the CWPP process, solicit self-identified members for a Stakeholder Advisory Committee, and conduct breakout sessions to gather preliminary input regarding their wildfire concerns. An additional pair of meetings targeting agencies and large public and private landowners took place

in October 2009. Through this process, community-identified hazards, assets at risk, and high priority areas in need of fuel reduction were identified.

Additional input was sought from homeowners, businesses, landowners, land managers, fire districts and federal, state and local governments about projects they would like included in the plan. For example, projects might reduce hazardous fuel loads, develop emergency evacuation plans, improve access for emergency response, or improve understanding of fire on the landscape.

Key dates in the development of the CWPP have been and will be as follows:

- *June 9, 2009*- Public meeting targeting general public
- *October 2009*- Public meeting targeting agencies and large landowners
- *December 23, 2009*- Project proposal submissions due
- *February 15, 2010*- CWPP draft released; beginning of comment period
- *March 11, 2010*- Public meeting
- *March 19, 2010*- Comments due on CWPP draft and deadline for completing online survey (see below)
- *March 31, 2010*- CWPP finalized
- *May 11, 2010*- County Board of Supervisors vote on adoption of CWPP

There are inherent difficulties in creating a CWPP for two counties, further complicated by the large number of autonomous fire departments in each county. Although departments work together within each county, efforts to design projects that consider the greater landscape across jurisdictional boundaries are sometimes lacking. Groups such as Fire Safe San Mateo County have brought state and local agencies, private concerns and homeowner groups to the table, aiding in the development of fire prevention projects.

#### Additional information

Please email questions and comments to [wildfireplan@gmail.com](mailto:wildfireplan@gmail.com). Additional information can be found at the blog, <http://wildfireplan.blogspot.com> or on the San Mateo County RCD website, [www.sanmateorcd.org/cwpp.html](http://www.sanmateorcd.org/cwpp.html).

Please also consider completing a 15-minute online survey to help us better assess local values and concerns about wildfire hazards and risks. You may complete the survey by March 19, 2010 at 5pm, at <https://www.surveymonkey.com/s/HX7T23Z>.

**MEMORANDUM**

**Date:** March 15, 2010  
**To:** Kellyx Nelson  
**Organization:** San Mateo Resource Conservation District  
**From:** David Revell, PhD  
**PWA Project #:** P08012.00  
**PWA Project Name:** Pescadero Salt Marsh  
**Subject:** Cross sectional survey project ideas

Hi Kellyx,

I wanted to follow up with you in regards to the project idea we discussed on Pescadero Marsh. I think that PWA can make a valuable contribution to understanding the geomorphic evolution of the Salt Marsh and Butano Creek. Long term monitoring is an important and often difficult component of any study to maintain funding. My sense is that State Parks may be willing to fund this monitoring element as well as collect more data that can be incorporated into future modeling efforts being discussed by USGS and NOAA Restoration Center. In addition, the project we are proposing will improve the ability for others to conduct repeat surveys at a reduced cost in the future by locating benchmarks in appropriate locations, and provide new information on the coastal processes which thus far have been largely ignored.

The recent storm events have altered some of the creek channels and exposed new areas to flow through portions of the salt marsh. How these have altered flow regimes and continued evolving the salt marsh is important to understand. Our idea for the project is to reoccupy the original 33 cross sections surveyed by PWA in 1987. In addition, we would add 3 more transects through the new breach in Butano Marsh as well as 3 transects on the beach. These new transects would provide important new information on changes in the ecosystem. As a coastal geologist, I firmly believe that the coastal processes are playing an important role in controlling the lagoon functioning and we have little to no historic data. We need to begin filling this data gap and have proposed to begin the first steps of this data collection. The final portion of the project would involve deploying a water level recorder gauge to record lagoon water levels for the length of the study. This element will provide information on tidal influences in the lagoon, and help identify some of the hydraulic processes (both fluvial and coastal), that may be affecting the opening and closure of the mouth of Pescadero Lagoon.

I would be happy to continue this discussion, or support acquiring funds to begin this project. We have a history of supporting both RCD and State Parks, and my hope is that we can continue to do so.

Please don't hesitate to call with questions!

Enter Recipients Name  
Enter Date  
Page 2

Thanks,  
Dave