

# SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT

*helping people protect, conserve and restore natural resources since 1939*

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## AGENDA

**THURSDAY, MAY 10, 2007**

**MEETING OF THE BOARD OF DIRECTORS**

**LOCATION: SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT  
625 MIRAMONTES, STE 103  
HALF MOON BAY, CA 94019**

*Please contact the Resource Conservation District if you require any additional or special arrangements in order to attend this meeting.*

- 7:00 P.M. Closed Session: Executive Director Annual Review
- 7:15 P.M. Call to Order and Open Session
- 7:15 P.M. Introduction of Attendees
- 7:20 P.M. Public Comment and Board & Staff Comment
- Pilarcitos Creek Integrated Watershed Management Plan
  - Fitzgerald Marine Reserve Critical Coastal Area Pilot Project
  - Open comments
- 7:30 P.M. Adoption of Consent Agenda
- Items on the consent agenda are approved by one motion unless a request is made during Oral Comments to transfer an item to the Regular Agenda.*
- Draft Minutes of April 19, 2007
  - Financial Statements for April 2007
- Regular Agenda
- 7:35 P.M. Presentation: Agriculture Water Quality Alliance (AWQA) Strategic Plan  
Holly Sletteland, Upper Salinas/ Las Tablas Resource Conservation District
- 7:55 P.M. Decision: Approval of AWQA Strategic Plan
- 8:05 P.M. Decision: Resolution 2007-2 to designate a representative to sign USDA program documentation
- 8:15 P.M. Executive Director Report
- 8:30 P.M. Fiscal Manager Report
- Discussion of Fiscal Year 07/08 Budget
- 8:45 P.M. NRCS Report
- 8:55 PM Discussion and possible decision: Agenda Format
- 9:05 P.M. Discussion: Reciprocity of contracts with State Water Resources Control Board
- 9:15 P.M. Adjourn

THIS AGENDA IS SUBJECT TO REVISION AND MAY BE AMENDED PRIOR TO THE SCHEDULED MEETING. IF AMENDED, A FINAL AGENDA WILL BE POSTED 72 HOURS PRIOR TO THE MEETING AT THE RCD OFFICE. COPIES OF THE FINAL AGENDA WILL BE AVAILABLE AT THE MEETING. A COPY OF MATERIALS DISTRIBUTED FOR THE BOARD MEETING ARE AVAILABLE FOR REVIEW DURING NORMAL BUSINESS HOURS AT THE SMC RCD OFFICE.

**SAN MATEO COUNTY RESOURCE**  
**CONSERVATION DISTRICT**  
**VOLUNTARY SIGN IN SHEET**

DATE OF MEETING: May 10

<u>NAME</u>	<u>EMAIL</u>
1. <u>Tim Frahm</u>	<u>SMCO FB</u>
2. <u>KOLLY SLETELAND</u>	<u>KSLETEL@CALPOLY.EDU</u>
3. <u>Jim Howard</u>	<u>james.howard@ca.usda.gov</u>
4. <u>Roy Stone</u>	<u>rsbrown@aol.com</u>
5. <u>CARDANN TOWE</u>	<u>CTOWE@COMCAST.NET</u>
6. <u>TJ Gauthier</u>	<u>TJGauthier@aol.com</u>
7. <u>RICH ALLEN</u>	<u>RICH@MOSSBEACHRANCH.COM</u>
8. <u>Kellyx Nelson</u>	
9. <u>Rene Muldon</u>	
10. _____	
11. _____	
12. _____	
13. _____	
14. _____	
15. _____	
16. _____	
17. _____	

**SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT**  
**Board Minutes**  
**625 Miramontes Street, Suite 103**  
**Half Moon Bay, CA 94019**

10 May 2007  
Regular Meeting of the Board of Directors  
San Mateo County Resource Conservation Office  
625 Miramontes Street  
Half Moon Bay, CA 94019

**PRESENT:** Rich Allen, President; TJ Glauthier; Roxy Stone, Treasurer; Jim Howard, District Conservationist, Natural Resources Conservation Service;; Kellyx Nelson, Executive Director; Renee Moldovan, Fiscal Manager; Tim Frahm; CarolAnn Towe; Holly Sletteland, Upper Salinas/Las Tablas RCD

**ABSENT:** Jack Olsen; Jim Reynolds; G<sup>co</sup> O. Kolombatovich, Recorder

**CALL TO ORDER:** Mr. Allen called the meeting to order at 7:30 p.m. A quorum was declared present.

**INTRODUCTION OF ATTENDEES:** Ms. Nelson introduced Holly Sletteland; Ms. Sletteland will present the Agriculture Water Quality Alliance (AWQA) Strategic Plan.

**ORAL COMMENT:**

- Ms. Stone, Chairman of the Personnel Committee reported that the review of the Executive Director was concluded and Kellyx Nelson will remain as Executive Director of the RCD.
- Ms. Nelson advised that due to technical difficulties we were not able to reproduce the April 19 minutes.
- Mr. Glauthier requested that the Draft Minutes of April 19, 2007 and the Financial Statements for April 2007 be removed from the Consent Agenda. The Financial Statements for April were put on the Regular agenda.

**CONSENT AGENDA:** No action taken.

**REGULAR AGENDA:**

**Presentation of the Agriculture Water Quality Alliance (AWQA) Strategic Plan by Holly Sletteland, Upper Salinas/Las Tablas RCD:** Ms. Sletteland presented a draft plan to the board. She is requesting that the RCD adopt the AWQA strategic plan of 2007-2012. This would entail support of the plan by the RCD, and a commitment to water quality flow into the Monterey Bay National Marine Sanctuary. AWQA would be considered a resource to the RCD. A discussion ensued among the Board, staff and Ms. Sletteland.

**Comment [SMCRCD1]:** Kellyx I can't remember if we voted on the Financials under the Regular Agenda or not, do you remember?

The RCD determined that changing three areas of concern within the draft would allow them to adopt the plan. They are as follows:

1. Remove the prioritization for identifying projects under Section I. Agriculture Industry Networks.
2. Strengthen the streamlining factor for permitting with project implementation, Section IV. Regulatory Coordination/Streamlining.
3. Remove in Section VI. Public/Private Rural Lands and Roads anything that resembles a training publication for the RCD.

AWQA also confirmed that they would compensate Kellyx Nelson, RCD Executive Director for her time spent implementing the plan.

**Agriculture Water Quality Alliance Strategic Plan:** A MOTION was made (Allen), SECONDED (Glauthier) and CARRIED unanimously:

MOVED: To adopt the AWQA Strategic Plan with changes as stated.

**Resolution 2007-2:** A MOTION was made (Glauthier), SECONDED (Stone), and CARRIED unanimously:

MOVED: To adopt Resolution 2007-2, designating a representative to sign USDA program documentation.

**EXECUTIVE DIRECTOR'S REPORT:**

- Ms. Nelson announced, henceforth, George Kolombatovich will be the recorder for the RCD minutes. This is an inkind donation.
- Agricultural Water Quality Program
  - Projects have been selected.
  - TJ requested a description of the projects.
- Critical Coastal Area
  - Steering committee agreed that RCD would be local host.
  - A time-line has been developed for non-point source pollution.
- Pillar Point Harbor
  - The proposal draft for "Identification & Remediation of Sources of Fecal Pollution Impacting Pillar Point Harbor was passed out.
  - This project is categorically exempt, as it consists of basic data collection. Therefore, it does not require a CEQA permit.
  - Standardized signage was discussed regarding accuracy to beach cleanliness.
- Apanolio
  - There is now sufficient funding.
  - Building permit will be approved.
  - Completing bid package and sending out.
- Bear Gulch
  - There are major concerns with the contractor Big Creek. At this time they cannot give a cost estimate, and, they want to charge for the estimate.

Kellyx is asking Big Creek for a definitive answer as to whether or not they will do project.

- Permit approvals are still in question; however, the goal is June.
- Point of clarification; Big Creek will not sign up until permits are approved.

**FISCAL MANAGER'S REPORT:**

- Ms. Moldovan reported that Mr. Glauthier would give an overview of the meeting he had with staff regarding the budget.
  - Board discussed financials and how they related to the production of the Fiscal Year 07/08 Budget
  - Mr. Glauthier gave overview of Fiscal Year 07/08 Budget
  - We will give out a revised draft before the June meeting
  - The intention is to have a budget ready for approval at the June meeting.

**Adoption of April Financials:** A MOTION was made (Allen), SECONDED (Glauthier), and CARRIED unanimously:

MOVED: To adopt the April Financials

**NRCS REPORT:** Mr. Howard had nothing to add to the current agenda.

**NEXT MEETING:**

- We will table the following two(2) items for the July agenda:
  - Discussion and possible decision: Agenda Format
  - Discussion: Reciprocity of contracts with State Water Resources Control Board
  - The next regularly scheduled meeting of the Board of Directors will be held on Thursday, 21 June 2007, beginning at 7:00 p.m., at the Farm Bureau.
- The next regularly scheduled meeting of the Board of Directors will be held on Thursday, 21 June 2007, beginning at 7:00 p.m., at the Farm Bureau.

**ADJOURNMENT:** At 9:15 p.m., the Regular Meeting of the Board of Directors was adjourned.

**SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT**

*helping people protect, conserve and restore natural resources since 1939*

**RESOLUTION NO. 2007-2**

**APPROVAL OF THE BOARD OF DIRECTORS OF THE SAN MATEO  
COUNTY RESOURCE CONSERVATION DISTRICT DESIGNATING A  
REPRESENTATIVE THE AUTHORITY TO SIGN ALL UNITED STATES  
DEPARTMENT OF AGRICULTURE OFFICIAL PROGRAM  
DOCUMENTATION**

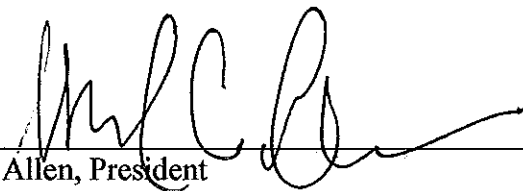
**Whereas** the San Mateo County Resource Conservation District is a Special District organized under Division 9 of the California Public Resources Code with an original petition granted on July 1, 1939; and

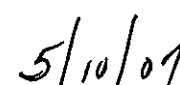
**Whereas** the San Mateo County Resource Conservation District is defined in Section 3501 of the Government Code as a public agency; and

**Whereas**, the United States Department of Agriculture requires a designated representative the authority to sign all United States Department of Agriculture official program documentation; and

**NOW THEREFORE BE IT RESOLVED**, that the San Mateo County Resource Conservation District Board of Directors hereby authorizes Kellyx Nelson, Executive Director, or designee, to sign all United States Department of Agriculture official program documentation:

**ADOPTED** at a regular meeting of the Board of Directors of the San Mateo County Resource Conservation District on May 10, 2007.

  
\_\_\_\_\_  
Rich Allen, President

  
\_\_\_\_\_  
Date

San Mateo County Resource Conservation District  
**Balance Sheet**  
As of April 30, 2007

	<u>Apr 30, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Checking RCD8123985	17,069.66
1004 · Checking FC8121907	4,173.44
1008 · Checking CT8129517 (CalTrans)	142,662.06
<b>Total Checking/Savings</b>	<u>163,905.16</u>
<b>Accounts Receivable</b>	
1110 · Contracts Receivable	20,547.57
<b>Total Accounts Receivable</b>	<u>20,547.57</u>
<b>Total Current Assets</b>	<u>184,452.73</u>
<b>Other Assets</b>	
1620 · Prepaid Expenses (Liability Insura...	354.08
1600 · Long-Term Receivables	411,446.87
1610 · Security Deposits	1,300.00
<b>Total Other Assets</b>	<u>413,100.95</u>
<b>TOTAL ASSETS</b>	<u><u>597,553.68</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	2,061.75
<b>Total Accounts Payable</b>	<u>2,061.75</u>
<b>Other Current Liabilities</b>	
2100 · Payroll Taxes Payable	2,321.54
2160 · Credit Line - 1st National	5,000.00
2200 · Deferred Revenue	561,143.87
<b>Total Other Current Liabilities</b>	<u>568,465.41</u>
<b>Total Current Liabilities</b>	<u>570,527.16</u>
<b>Total Liabilities</b>	<u>570,527.16</u>
<b>Equity</b>	
3900 · Retained Earnings	5,414.90
Net Income	21,611.62
<b>Total Equity</b>	<u>27,026.52</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>597,553.68</u></u>

**San Mateo County Resource Conservation District**  
**Profit & Loss**  
 July 2006 through April 2007

	<u>Jul '06 - Apr 07</u>
Ordinary Income/Expense	
Income	
4000 · Fines and Mitigation Funds	9,068.00
4010 · Grants/Contracts	
4012 · State Awarded	59,107.38
4014 · Fed Awarded	9,000.00
4010 · Grants/Contracts - Other	30,000.00
Total 4010 · Grants/Contracts	98,107.38
4020 · Individual Contributions	1,464.26
4300 · Property Tax Revenue	45,831.33
4900 · Misc. Income	
4030 · Interest Income	682.48
4900 · Misc. Income - Other	1,520.00
Total 4900 · Misc. Income	2,202.48
<b>Total Income</b>	<b>156,673.45</b>
Expense	
5000 · Accounting Services	54.00
5010 · Benefits	
5011 · Health & Dental	4,082.44
5013 · Workers' Comp	919.00
Total 5010 · Benefits	5,001.44
5007 · Blue Circle	681.81
5020 · Computer Service	80.00
5030 · Consultant	1,605.00
5070 · Salary and Wages	
5050 · Payroll Service Fees	616.00
5060 · Payroll Tax Expense	7,505.42
5070 · Salary and Wages - Other	99,045.09
Total 5070 · Salary and Wages	107,166.51
6005 · Communications	
6007 · Internet	581.89
6009 · Telephone	558.02
Total 6005 · Communications	1,139.91
6022 · Discretionary	
5005 · Bank Fees	135.06
6035 · Interest - Line of Credit	267.39
6022 · Discretionary - Other	154.71
Total 6022 · Discretionary	557.16
6025 · Equipment & Furniture	1,555.22
6030 · Insurance	
6032 · Liability	1,716.60
Total 6030 · Insurance	1,716.60
6045 · Legal Services	243.75
6055 · Membership, Dues & Subscrip...	533.00
6065 · Permitting	7,323.00
6070 · Postage and Delivery	4.95
6077 · Professional Development	145.00
6100 · Rent	7,000.00
6110 · Supplies	20.57
6180 · Travel	233.91
<b>Total Expense</b>	<b>135,061.83</b>
<b>Net Ordinary Income</b>	<b>21,611.62</b>
<b>Net Income</b>	<b>21,611.62</b>