



**Regular Meeting of the Board of Directors**  
**May 13, 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. April 19, 2010 Draft Regular Meeting Minutes 5.2. April 2010 Draft Financial Statements
<b>6. Discussion Items</b> 6.1. FY 2008/2009 Audit Update 6.2. FY 2011 Budget Timeline 6.3. Executive Director Report
<b>7. 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: 5/13/2010

	<u>NAME</u>	<u>EMAIL</u>
1.	Kelly x Nelson	
2.	Jan Reynolds	
3.	RICH ALLEN	
4.	TJ Gauthier	
5.	Jim Howard	
6.	Rog Stens	RSBRONCO@aol.com
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

All persons may attend the meeting regardless of whether a person signs, registers, or completes the document.



**Minutes of the Regular Meeting of the Board of Directors  
May 13, 2010  
Location: RCD Office**

Directors present: Rich Allen, TJ Glauthier, Jim Reynolds, Roxy Stone  
Staff present: RCD- Kellyx Nelson, 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 Reynolds seconded approval of the consent agenda. Passage was unanimous.

**6. Discussion Items**

- **FY 2008/2009 Audit Update.** Renee was working on the audit extensively before medical leave for her surgery. The audit may have implications for how we set up our budget. As a reminder, the RCD will not receive the final documented audit until the amount is paid in full, and will receive a draft prior to then.
- **FY 2011 Budget Timeline.** The new auditors are asking some good questions and we think there may be some changes in how we do our accounting that may have implications in how we set up our budgets. Combined with Renee's medical leave, we think the budget will be delayed. By that time, we should have all of the new contracts in place for the grants that were unfrozen and new grants that have come in, which will give more certainty to the budget.
- **Executive Director Report**
  1. Marti Johnson has been hired as a shared staff person between our RCD and the Santa Cruz RCD, half time here.
  2. Karissa Anderson will be coming on board in August. She is currently staff at the Regional Water Quality Control Board and grew up on a farm in the Central Coast. She understands water quality, agencies, agriculture, and private landowner interests. She is going to graduate school and asked to complete her master's project at our RCD. We will also be hiring her under several grant projects. Exact details will be determined beginning in August.

3. Jake Bowman is a Pescadero resident and one of our water quality monitoring volunteers. We have hired him for some hours to help with non-volunteer water quality monitoring.
4. *San Mateo-Santa Cruz Community Wildfire Protection Plan.* The County Board of Supervisors voted unanimously to adopt the plan under the consent agenda on May 11, 2010. The project is complete.
5. *Pilarcitos Lagoon Habitat Enhancement Opportunity Study.* The study has been completed and distributed. There was discussion about the report findings and stakeholder interests.
6. *Pilarcitos Creek Integrated Watershed Management Plan.* We need to renew the MOU among CCWD, SFPUC, and SAM for the RCD to implement the plan, including coordinating the Workgroup and moving projects forward. We secured verbal agreements among a number of entities to fund the stream gage, and need to develop an MOU for that as well. USGS has kept the stream gage going based on that promise.
7. *Pilarcitos Road Assessment Project.* The project was not funded by DFG Fisheries Restoration Grant Program (FRGP). DFG staff contacted RCD and promised Adaptive Management Funds to complete part of the project. Staff is moving forward with developing that contract. Ellen will be a lead staff person on our roads program.
8. *Agricultural Water Quality Project.* The Selection Committee has been scheduled to meet. Staff will likely recommend that the Committee consider additional funding for projects that were already selected, as the compliance requirements were so burdensome that the financial incentives were insufficient, remaining budget for staff to manage the project is limited, and projects must be completed by October. Carolann will be the lead staff person on construction and Marti will be no outreach components.
9. *Technical Workshops.* We are planning a workshop on pond maintenance in September. Ponds are a high value resource for habitat as well as agriculture. Marti will be coordinating the workshop.
10. *Critical Coastal Area.* We are revamping the scope of work for how to spend the remaining \$13,000 that was restored. Karissa may play a role in this project.
11. *Identification and Remediation of Fecal Pollution in Pillar Point Harbor.* Carolann worked very hard with the subcontractors to redesign the scope of work and budget. The proposed contract amendment and various supporting materials justifying the new budget request have been submitted to the Water Board. There are no guarantees about the additional funds, but it has gotten further along than other requests have so far. Carolann will continue to be lead staff on this project.
12. *Midcoast Groundwater Study.* Kellyx reviewed the administrative draft of the Phase III study and forwarded comments to the County. Marti will be assisting with this project, and convening the County, CCWD, and MWSD to develop a strategy for public release, including the potential for RCD Directors to have an early review.
13. *Integrated Watershed Resource Planning (IWRP).* The Coastal Conservancy has released additional funds for this project. We are developing a new workplan and budget. We have identified some key projects to move forward. IWRP provides extremely valuable planning and design funds. Kellyx remains the lead staff on this project.
14. *Livestock and Equestrian Program.* Nearly \$2 million have recently been restored for this program, through two separate grants. On one we are a subcontractor. On the other, we are the grant recipient subcontracting with others. The \$2 million is spread over several RCDs and Ecology Action of Santa Cruz. We are working on revised workplans and budgets and staffing.
15. *Rural Roads Program.* An out come of the recent roads workshop was 7 requests for assistance. We recently spent a day visiting those sites with Nick Lasher and Jim Howard from the NRCS and

Ellen and Kellyx from the RCD. We were able to provide some technical assistance on site and will follow up with some of the sites to provide more in depth road assessments. We also identified some other potential project opportunities while on some sites. The field component of the workshop that was postponed has been scheduled for May 22nd. We are revising the workplan and budget for this contract, as the Coastal Conservancy has increased the funding available.

16. *Cooperative Conservation Partnership Initiative (CCPI)*. [Update from Jim Howard.] This is a Farm Bill grant program. Farm Bureau applied for funds to help 5 growers improve irrigation efficiency on specialty crops in San Mateo County. The Board approved a Cooperative Agreement between the RCD and the NRCS so that the RCD could subcontract to the Farm Bureau to pay for Tim's time to manage the project, as CCPI funds only go to the growers. We also used the Cooperative Agreement to hire Ellen to assist Jim and Tim in completing the project. This has been a very successful project, including providing valuable assistance to the HEAL school farm project that is starting on Cabrillo Farms.
17. *Pescadero Marsh Survey*. The contract with State Parks that the RCD Board approved has been executed. We now need to subcontract with Philip Williams and Associates to do the surveys.
18. *Pescadero TMDL Outreach*. Marti will be working on this project.
19. *Blue Circle*. Marti will be helping to coordinate future Blue Circle events.
20. *Ponds Analysis*. [Update from Jim Howard and Kellyx.] The NRCS State GIS Coordinator did a special analysis of ponds in the district and a bit beyond using aerial surveys, topographic maps, and some advanced technological tools. We are brining on an intern to develop a database that provides an inventory and metrics of these ponds, including such information as the status of ponds, habitat value, whether or not they hold water all year, ownership, maintenance needs, water rights, etcetera.
21. *RCD Viability*. Kellyx and Karen Christensen have been spearheading conversations with a number of people about the role of RCDs as the paradigm for conservation on private lands may be changing and there is a significant national conversation about ecosystem services markets. TJ coordinated one of the meetings, with Buzz Thompson from the Woods Institute at Stanford.
22. A number of projects are in development:
  - *San Gregorio Watershed Enhancement Program*. The RCD applied for DFG funds and will find out in a year whether or not this is funded. Meanwhile, USFWS is likely to commit some startup funds.
  - *Pescadero Flooding and Watershed Council*. We were notified that a proposal to develop engineered solutions to the Flooding problems in Pescadero and to create a watershed council was one of 6 out of 115 projects selected by the Bay Area Integrated Watershed Management Plan (IRWMP) to represent the Bay Area for funding. The Regional Board is making its presentation to the Department of Water Resources in Sacramento next Wednesday. If awarded, it would be \$100K.
  - *Green Jobs Corps*. Puente de la Costa Sur has received federal stimulus funds for "green jobs" for youth through the County and is subcontracting with the RCD to develop and deliver the program. Marti will be the lead staff person.
  - *Restoration of 2 Ponds*. We are working on a very exciting project with USFWS and a landowner and IWRP to restore two ponds that would simultaneously create habitat for endangered species while increasing acreage of agricultural production. This is a very exciting win-win

opportunity, and the USFWS representative working on it does not know of another such project that they have done.

- *Pescadero Marsh Bird Survey*. State Parks has proposed an interagency agreement for the RCD to subcontract to complete a survey of birds in Pescadero Marsh. It would be a small contract amount, below \$10K.

## **7. Adjourn**

Meeting adjourned at 8:00.

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

	Jul '09 - Apr 10
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Contracts/Grants	229,463.49
4015 · Fines and Mitigation Funds	29,879.77
4030 · Interest Income	246.16
4100 · Misc. Income	533.00
4200 · Property Tax Revenue	48,467.29
	48,467.29
<b>Total Income</b>	<b>308,589.71</b>
<b>Expense</b>	
5000 · Personnel	
5010 · Salary	138,249.54
5030 · Salary Tax Expense	10,109.88
5020 · Salary Service Fees	644.74
5040 · Benefits	17,509.61
	17,509.61
<b>Total 5000 · Personnel</b>	<b>166,513.77</b>
6000 · Accounting Services	2,933.70
6020 · Bank Fees	524.11
6060 · Computer Service	568.60
6070 · Communications	
6075 · Internet	389.40
6080 · Telephone	669.71
	669.71
<b>Total 6070 · Communications</b>	<b>1,059.11</b>
6090 · Consultant	-20.00
6200 · Discretionary	1,309.62
6400 · Insurance-Liability	1,458.90
6500 · Membership, Dues & Subscription	546.00
6550 · Mileage	305.20
6650 · Postage and Delivery	28.10
6750 · Professional Development	2,099.72
6850 · Rent	4,500.00
6900 · Supplies	187.81
6950 · Travel/Accomodations	249.59
7200 · Program Consultant	36,815.00
7500 · Program Expense	52,157.91
	52,157.91
<b>Total Expense</b>	<b>271,237.14</b>
<b>Net Ordinary Income</b>	<b>37,352.57</b>
<b>Net Income</b>	<b>37,352.57</b>

San Mateo County Resource Conservation District  
**Balance Sheet**  
As of April 30, 2010

	<u>Apr 30, 10</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Checking RCD 8123985	32,799.11
1004 · Checking Restricted 8121907	20,111.79
1008 · Checking SEP 8129517 (SEP and CalTrans)	<u>12,501.97</u>
Total Checking/Savings	65,412.87
Accounts Receivable	
1110 · Contracts Receivable	<u>85,617.98</u>
Total Accounts Receivable	<u>85,617.98</u>
Total Current Assets	151,030.85
Other Assets	
1600 · Long-Term Receivables	714,540.98
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	<u>291.76</u>
Total Other Assets	<u>716,132.74</u>
<b>TOTAL ASSETS</b>	<b><u>867,163.59</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>46,546.40</u>
Total Accounts Payable	46,546.40
Other Current Liabilities	
2100 · Payroll Taxes Payable	2,240.28
2200 · Deferred Revenue	<u>694,792.30</u>
Total Other Current Liabilities	<u>697,032.58</u>
Total Current Liabilities	<u>743,578.98</u>
Total Liabilities	743,578.98
Equity	
3900 · Retained Earnings	49,948.50
3910 · Restricted Retained Earnings (Unearned revenue)	36,283.54
Net Income	<u>37,352.57</u>
Total Equity	<u>123,584.61</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>867,163.59</u></b>