



**Meeting of the Board of Directors**  
**August 20, 2009**  
**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. May 2009 Draft Financial Statements 5.2. July 2009 Draft Financial Statements 5.3. May 21, 2009 Draft Meeting Minutes 5.4. June 18, 2009 Draft Meeting Minutes 5.5. July 21, 2009 Draft Meeting Minutes 5.6. August 6, 2009 Draft Meeting Minutes
<b>6. Correspondence</b> 6.1. June 5, 2009 letter from Montara Water and Sanitary District: <i>RE: San Mateo County Mid-coast Groundwater Study Phase 2</i>
<b>7. Action Items</b> 7.1. <u>Approve budget for FY 2009-2010.</u> Board will discuss and approve annual budget.
<b>8. Discussion Items</b> 8.1. <i>Gardening for Birds</i> presentation by Jim Howard, NRCS. 8.2. Executive Director report
<b>9. 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: 8/20/09

<u>NAME</u>	<u>EMAIL</u>
1. Jim Howard	
2. RICH ALLEN	
3. TJ Gauthier	
4. ASHA KREILING	
5. Kellye	
6. Jim Reynolds	
7. Neal Kramer	
8. Roxy	
9. Renee	
10. Ron	
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 Street, Suite 103  
Half Moon Bay, CA 94019

Minutes  
August 20, 2009  
Meeting of the Board of Directors

1. **CALL TO ORDER:**

- Rich Allen called the meeting to order at 6:33 p.m. A quorum was declared present.

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

- Directors: TJ Glauthier, Rich Allen, Roxy Stone, Jim Reynolds
- Staff: RCD: Kellyx Nelson, Ellen Gartside, Renee Moldovan, Asha Kreiling; NRCS: Jim Howard
- Guests: Ron Sturgeon

3. **PUBLIC COMMENT:**

Jim Reynolds said he would like to hear peoples' ideas in community

4. **APPROVAL OF AGENDA:**

5. **CONSENT AGENDA:**

- 5.1 The May draft statement financial statements were not posted.
- 5.4 Correction to June 18: TJ Glauthier was not present at meeting

6. **CORRESPONDENCE:**

- 6.1 Kellyx discussed letter from Montara Water and Sanitary District: RE: San Mateo County Mid-coast Groundwater Study Phase 2.

7. **ACTION ITEM:**

- 7.1 Board discussed annual budget and projects.

**ACTION:** TJ Glauthier MOVED to approve the budget for fiscal year 2009-2010.  
The motion was CARRIED unanimously.

8. **DISCUSSION ITEMS:**

- 8.1 Jim Howard presented Gardening for Birds

Discussion:

- Rich Allen said he would like a Blue Circle meeting devoted to Jim Howard's Gardening for Birds presentation

- Presentation is to be posted on website. Subtitles and description may be posted later.
- Kellyx discussed how invasive plants are often featured in Martha Stewart magazine and Fire Safety brochure and they should be corrected.
- Kellyx asked Rich to bring photos of horsehair, mud swallow nests in horse ranch next meeting.

## 8.2 Executive Director report .

8.2.1 Kellyx briefly talked about different staff members and their projects.

8.2.2 Pescadero TMDL

- 1<sup>st</sup> of 3 workshops will be a community forum on Sept. 29<sup>th</sup> in the evening.
- Plan is being developed to cure issues including flooding and wood debris.
- Kellyx said the challenge is to make sure project is authentic in managing expectations and using community input.

8.2.3 Coral Reef

- Everyone has been invited to meeting on Sept. 19
- Ellen and Kellyx are creating a memo of lessons learned from project
- Ellen will do a presentation about project during October meeting.

8.2.4 Blue Circle

- Meeting is pushed to November; date hasn't been determined yet.
- Topic will be fire; speakers will be Cal Fire and Marty

8.2.5 CWPP

- A technical staff with conservation interests has been established.

8.2.6 Ag Water Quality Grant

- Producers have questions and RCD has contracted with attorney
- Sept 15: attorney will do workshop
- Selected 7 projects: figuring out how to monitor projects and effectiveness.

## 9. ADJOURNMENT:

### **ACTION:**

- The Regular Meeting of the Board of Directors was adjourned at 8:22 p.m.

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

	<u>May 31, 09</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Checking RCD 8123985	10,491.97
1004 · Checking Restricted 8121907	10,580.20
1008 · Checking SEP 8129517 (SEP and CalTrans)	37,309.32
<b>Total Checking/Savings</b>	<u>58,381.49</u>
<b>Accounts Receivable</b>	
1110 · Contracts Receivable	384,965.05
<b>Total Accounts Receivable</b>	<u>384,965.05</u>
<b>Total Current Assets</b>	443,346.54
<b>Other Assets</b>	
1600 · Long-Term Receivables	828,667.32
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	183.00
<b>Total Other Assets</b>	<u>830,150.32</u>
<b>TOTAL ASSETS</b>	<u><b>1,273,496.86</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	315,489.85
<b>Total Accounts Payable</b>	<u>315,489.85</u>
<b>Other Current Liabilities</b>	
2100 · Payroll Taxes Payable	103.88
2200 · Deferred Revenue	826,170.04
<b>Total Other Current Liabilities</b>	<u>826,273.92</u>
<b>Total Current Liabilities</b>	<u>1,141,763.77</u>
<b>Total Liabilities</b>	1,141,763.77
<b>Equity</b>	
3200 · Unrestricted Net Assets	5,000.00
3900 · Retained Earnings	-95,713.23
3910 · Restricted Retained Earnings (Unearned revenue)	218,895.75
Net Income	3,550.57
<b>Total Equity</b>	<u>131,733.09</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,273,496.86</b></u>

**San Mateo County Resource Conservation District**  
**Profit & Loss**  
**July 2008 through May 2009**

	Jul '08 - May 09
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Contracts/Grants	594,023.15
4015 · Fines and Mitigation Funds	36,506.00
4030 · Interest Income	527.57
4100 · Misc. Income	610.96
4200 · Property Tax Revenue	50,523.40
4300 · Service Fees	3,913.00
<b>Total Income</b>	686,104.08
<b>Expense</b>	
5000 · Personnel	
5010 · Salary	147,136.08
5030 · Salary Tax Expense	13,094.42
5020 · Salary Service Fees	792.75
5040 · Benefits	14,142.37
<b>Total 5000 · Personnel</b>	175,165.62
6020 · Bank Fees	902.29
6040 · Blue Circle	266.68
6060 · Computer Service	120.00
6070 · Communications	
6075 · Internet	729.14
6080 · Telephone	255.05
<b>Total 6070 · Communications</b>	984.19
6200 · Discretionary	999.51
6300 · Equipment & Furniture	43.29
6400 · Insurance-Liability	2,012.78
6450 · Legal Services	91.50
6500 · Membership, Dues & Subscription	65.00
6550 · Mileage	216.24
6650 · Postage and Delivery	31.10
6750 · Professional Development	120.65
6800 · Public Relations	239.72
6850 · Rent	9,000.00
6900 · Supplies	562.64
6950 · Travel/Accomodations	1,679.65
7200 · Program Consultant	64,680.74
7500 · Program Expense	425,371.91
<b>Total Expense</b>	682,553.51
<b>Net Ordinary Income</b>	3,550.57
<b>Net Income</b>	<b>3,550.57</b>