

SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT

helping people protect, conserve and restore natural resources since 1939

Meeting of the Board of Directors

October 18, 2007

Location: RCD Office

7:00 pm- 9:00 pm

1. Call to Order
2. Introduction of Guests and Staff
3. Public Comment- 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.
4. Consent Agenda 4.1. September 2007 Meeting Minutes 4.2. September 2007 Financial Statements 4.3. September 21, 2007 Letter to Steve and Andrea Nichols
5. Action Items- The Board will hear public comments on each action item before a decision is made. Comments are limited to one minute per person. 5.1. <u>Letter to Rixon Rafter.</u> Recommend Board approval of letter acknowledging the contributions of Rixon Rafter. 5.2. <u>Resolutions to be Voted on at CARCD Conference.</u> Discuss four of resolutions proposed for vote at November CARCD conference. Determine whether or not a San Mateo County RCD director will be present at the conference and, if so, how to vote on each resolution. 5.3. <u>Sub-contract to Natural Heritage Institute for Development of Integrated Watershed Management Plan in San Gregorio Watershed.</u> Recommend Board approval of sub-contract for RCD role in project.
6. Executive Director Updates 6.1. Identification of Sources of Fecal Contamination in Pillar Point Harbor 6.2. Frenchman's Creek and Apanolio Canyon Fish Passage Projects 6.3. Pilarcitos Creek Integrated Watershed Management Plan 6.4. Bear Gulch Upslope Erosion Control Project 6.5. Agricultural Water Quality Improvement 6.6. Marine Life Protection Act Initiative 6.7. Upcoming Dates/ Events
7. Adjourn

SAN MATEO COUNTY RESOURCE
CONSERVATION DISTRICT
VOLUNTARY SIGN IN SHEET

DATE OF MEETING: 10/18/07

- | <u>NAME</u> | <u>EMAIL</u> |
|-------------------------|---|
| 1. <u>RICH ALLEN</u> | <u>RICH@MOSSBEACHRANCHI.COM</u> |
| 2. <u>CATOXTE</u> | <u>CAROLANN@SANMATEOPCD.ORG</u> |
| 3. <u>ELLEN GARBIK</u> | <u>ellen@sanmateopcd.org</u> |
| 4. <u>Jim REYNOLDS</u> | <u>reynolds_jm@earthlink.net</u> |
| 5. <u>TJ Glawhner</u> | <u>tjglawhner@aol.com</u> |
| 6. <u>Kellyx Nelson</u> | |
| 7. <u>Ray Stone</u> | <u>RStone@lyett.com</u> <u>RSBRONKO@AOL.COM</u> |
| 8. <u>Jaeh Oser</u> | <u>SMCFBhmb@aol.com</u> |
| 9. <u>Neil Pantan</u> | <u>sgprc@sanmateo.org</u> |
| 10. <u>Renee</u> | |
| 11. _____ | |
| 12. _____ | |
| 13. _____ | |
| 14. _____ | |
| 15. _____ | |
| 16. _____ | |

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

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

Draft Minutes
October 18, 2007
Regular Meeting of the Board of Directors

PRESENT: Rich Allen, President; TJ Glauthier, Director; Jack Olsen, Director; Jim Reynolds, Director; Roxy Stone, Director; Kellyx Nelson, Executive Director; Renee Moldovan, Recorder; CarolAnn Towe, Ellen Gartside, Neil Panton

CALL TO ORDER: Mr. Allen called the meeting to order at 7:04 p.m. A quorum was declared present.

INTRODUCTION OF ATTENDEES: Ellen Gartside, a new RCD staff member was introduced by Kellyx Nelson

ORAL COMMENT: Rich Allen congratulated Kellyx Nelson and the RCD on their project progress.

CONSENT AGENDA:

A MOTION was made (Glauthier), SECONDED (Reynolds), and CARRIED unanimously:

MOVED: To adopt the consent agenda.

REGULAR AGENDA:

Letter to Rixon Rafter: Recommend Board approval of letter acknowledging the contributions of Rixon Rafter.

A MOTION was made (Glauthier), SECONDED (Reynolds), and CARRIED unanimously:

MOVED: To approve a letter to Mr. Rafter acknowledging his contributions to the RCD.

Resolutions to be Voted on at CARCD Conference: Discuss four resolutions proposed for vote at November CARCD conference. We will determine whether or not a San Mateo County RCD director will be present at the conference and, if so, how to vote on each resolution.

REMOVED FROM ACTION ITEMS: No RCD director will be able to attend

Sub-contract to Natural Heritage Institute for Development of Integrated Watershed Management Plan in San Gregorio Watershed: Recommend Board approval of sub-contract for RCD role in project.

A MOTION was made (Glauthier), SECONDED (Stone), and CARRIED unanimously:

MOVED: To approve the sub-contract for the RCD's role in project.

EXECUTIVE DIRECTOR UPDATES: Ms. Nelson reported on the RCD's various projects:

Identification of Sources of Fecal Contamination in Pillar Point Harbor

- Ms. Nelson expressed her excitement over the composition of the TAC for this project.
- Research will be in two main areas: hydrology and microbial source tracking

Frenchman's Creek and Apanolio Canyon Fish Passage Projects

- Ms. Nelson gave a PowerPoint slide show of both projects before and during construction.
- Ms. Nelson informed the Board that we are still suffering budget shortfalls due to some engineering issues.
- Mr. Olsen thought we might possibly have some legal recourse with the engineer because he missed some facts that caused the RCD to scramble for money very late in the project. Would his Errors and Omissions be of any use for us to pursue. Ms. Nelson felt that due to the time that has transpired between his designs and project implementation it would be hard to demonstrate the Errors and Omissions. She felt it would be easier to find more money.
- Mr. Olsen suggested that due to new contract and fiduciary requirements within the county it might be beneficial to us to have someone from the county come and give a presentation.
- Mr. Olsen also thought the staff could benefit from some courses offered by the Department of Conservation regarding public contracting and labor laws.

Pilarcitos Creek Integrated Watershed Management Plan

- Completed draft assessment of watershed and draft goals and objectives
- Letters sent out to all local landowners in the watershed
- Public workshop for input on goals to be held on 10/27/07 at Coastal Repertory Theatre
- Draft Watershed Plan should be done by January, 2nd public workshop thereafter.
- Final Plan will be done by summer which will identify projects for funding.

Bear Gulch Upslope Erosion Control Project

- Ms. Nelson reported that Randy Bennett of the Bear Gulch Road Association felt that PWA was arrogant and didn't listen to the landowners. She also reported that she did not

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**San Mateo County Resource Conservation District
Check Detail
September 2007**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1586	9/4/2007	Kellyx Nelson		1000 · Checking ...		-4,953.13
					5070 · Salary and ...	-6,666.67	6,666.67
					2100 · Payroll Tax...	1,713.54	-1,713.54
TOTAL						-4,953.13	4,953.13
Check	1587	9/4/2007	Renee Moldovan		1000 · Checking ...		-3,569.29
					5070 · Salary and ...	-4,512.00	4,512.00
					2100 · Payroll Tax...	942.71	-942.71
TOTAL						-3,569.29	3,569.29
Check	1588	9/4/2007	Carolann Towe		1000 · Checking ...		-2,754.99
					5070 · Salary and ...	-3,390.00	3,390.00
					2100 · Payroll Tax...	635.01	-635.01
TOTAL						-2,754.99	2,754.99
Check	1589	9/4/2007	Carolann Towe		1000 · Checking ...		-2,361.13
					5070 · Salary and ...	-2,850.00	2,850.00
					2100 · Payroll Tax...	488.87	-488.87
TOTAL						-2,361.13	2,361.13
Bill Pmt -Check	1590	9/4/2007	Jim Dobbas Inc.		1000 · Checking ...		-26,315.00
Bill		9/4/2007	2-SEP-07		6085 · Program Ex...	-26,315.00	26,315.00
TOTAL						-26,315.00	26,315.00
Bill Pmt -Check	1591	9/7/2007	At&t		1000 · Checking ...		-54.39
Bill		9/7/2007			6009 · Telephone	-54.39	54.39
TOTAL						-54.39	54.39
Bill Pmt -Check	1592	9/7/2007	First National Ba...		1000 · Checking ...		-1,004.99
Bill	Kellyx	6/29/2007			6085 · Program Ex...	-816.29	816.29
					6007 · Internet	-49.99	49.99
					6180 · Travel	-59.39	59.39
					6110 · Supplies	-39.38	39.38
					6095 · Public Relat...	-27.90	27.90
					5005 · Bank Fees	-12.04	12.04
TOTAL						-1,004.99	1,004.99
Bill Pmt -Check	1593	9/7/2007	Paychex		1000 · Checking ...		-175.52
Bill		9/7/2007			5060 · Payroll Tax ...	-175.52	175.52
TOTAL						-175.52	175.52
Bill Pmt -Check	1594	9/7/2007	Professional Pen...		1000 · Checking ...		-700.00
Bill		9/7/2007			6100 · Rent	-700.00	700.00
TOTAL						-700.00	700.00

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10/18/07

**San Mateo County Resource Conservation District
Check Detail
September 2007**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1595	9/12/2007	Go Native Nurser...		1000 · Checking ...		-86,836.00
Bill	1817	8/15/2007	2-FCRK-DFG-05:O...		5030 · Consultant	-2,726.44	7,200.00
			2-FCRK-CC-07		5030 · Consultant	-15,274.56	40,352.00
Bill	1818	8/15/2007	2-FCRK-DFG-05:O...		5030 · Consultant	-12,852.61	27,100.00
			2-FCRK-CC-07		5030 · Consultant	-11,594.39	24,447.00
Bill	1823	9/11/2007	2-FCRK-DFG-05:O...		5030 · Consultant	-20,761.06	28,525.00
			2-FCRK-CC-07		5030 · Consultant	-23,627.94	32,464.00
TOTAL						-86,836.00	160,088.00
Bill Pmt -Check	1596	9/7/2007	First National Ba...		1000 · Checking ...		-189.33
Bill	Renee	9/7/2007			6110 · Supplies	-9.73	70.78
					6022 · Discretionary	-10.81	78.65
					6007 · Internet	-5.49	39.95
			2-AGWTR-SWRC...		6085 · Program Ex...	-161.08	1,172.33
					5005 · Bank Fees	-2.22	16.19
TOTAL						-189.33	1,377.90
Bill Pmt -Check	1597	9/12/2007	Hanagan Land Su...		1000 · Checking ...		-2,200.00
Bill	Inv. 0...	8/15/2007	2-SEP-07		5030 · Consultant	-2,200.00	2,200.00
TOTAL						-2,200.00	2,200.00
Bill Pmt -Check	1598	9/12/2007	Swaim Biological...		1000 · Checking ...		-5,530.88
Bill	Inv. 7...	9/12/2007	2-FCRK-DFG-05:O...		5030 · Consultant	-1,286.58	3,800.00
			2-FCRK-DFG-05:O...		5030 · Consultant	-2,193.95	6,480.00
					5030 · Consultant	-2,050.35	6,055.88
TOTAL						-5,530.88	16,335.88
Bill Pmt -Check	1599	9/17/2007	EDD		1000 · Checking ...		-868.06
Bill	499-0...	9/17/2007			2100 · Payroll Tax...	-868.06	868.06
TOTAL						-868.06	868.06
Bill Pmt -Check	1600	9/17/2007	First National Bank		1000 · Checking ...		-3,644.06
Bill	94-60...	9/17/2007			5060 · Payroll Tax ...	-1,046.12	1,046.12
					2100 · Payroll Tax...	-2,597.94	2,597.94
TOTAL						-3,644.06	3,644.06
Bill Pmt -Check	1601	9/18/2007	California Choice ...		1000 · Checking ...		-1,682.83
Bill	Grp#...	9/18/2007			2105 · Employee B...	-488.99	488.99
					5011 · Health & De...	-1,193.84	1,193.84
TOTAL						-1,682.83	1,682.83
Bill Pmt -Check	1602	9/19/2007	Fall Creek Engine...		1000 · Checking ...		-1,727.97
Bill	Inv. 1...	6/30/2007	2-APNOL-SWRCB...		5030 · Consultant	-1,727.97	1,727.97
TOTAL						-1,727.97	1,727.97
Bill Pmt -Check	1603	9/25/2007	Susan Danielson		1000 · Checking ...		-686.25
Bill	136	9/25/2007	1-IWMP-SFPUC/S...		5030 · Consultant	-686.25	686.25
TOTAL						-686.25	686.25

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San Mateo County Resource Conservation District
Check Detail
August 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1576	8/1/2007	Kellyx Nelson		1000 · Checking ...		-4,953.13
					5070 · Salary and ...	-6,666.67	6,666.67
					2100 · Payroll Tax...	1,713.54	-1,713.54
TOTAL						-4,953.13	4,953.13
Check	1577	8/1/2007	Renee Moldovan		1000 · Checking ...		-3,637.19
					5070 · Salary and ...	-4,608.00	4,608.00
					2100 · Payroll Tax...	970.81	-970.81
TOTAL						-3,637.19	3,637.19
Check	1578	8/1/2007	Carolann Towe		1000 · Checking ...		-2,024.76
					5070 · Salary and ...	-2,400.00	2,400.00
					2100 · Payroll Tax...	375.24	-375.24
TOTAL						-2,024.76	2,024.76
Bill Pmt -Check	1579	8/2/2007	Professional Pen...		1000 · Checking ...		-700.00
Bill		8/2/2007			6100 · Rent	-700.00	700.00
TOTAL						-700.00	700.00
Bill Pmt -Check	1580	8/14/2007	SDRMA		1000 · Checking ...		-250.00
Bill		8/14/2007	1-CCA-SFEI/SWR...		6030 · Insurance	-125.00	125.00
					6030 · Insurance	-125.00	125.00
TOTAL						-250.00	250.00
Bill Pmt -Check	1581	8/14/2007	Paychex		1000 · Checking ...		-5.00
Bill		8/14/2007			5070 · Salary and ...	-5.00	5.00
TOTAL						-5.00	5.00
Bill Pmt -Check	1582	8/14/2007	First National Ba...		1000 · Checking ...		-123.75
Bill	Renee	8/14/2007			6022 · Discretionary	-4.31	4.31
					6007 · Internet	-69.99	69.99
					6022 · Discretionary	-9.50	9.50
					6007 · Internet	-39.95	39.95
TOTAL						-123.75	123.75
Bill Pmt -Check	1583	8/14/2007	California Choice ...		1000 · Checking ...		-1,682.83
Bill		8/14/2007			5011 · Health & De...	-1,193.84	1,193.84
					2105 · Employee B...	-488.99	488.99
TOTAL						-1,682.83	1,682.83
Bill Pmt -Check	1584	8/14/2007	At&t		1000 · Checking ...		-48.22
Bill		8/14/2007			6005 · Communica...	-48.22	48.22
TOTAL						-48.22	48.22

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San Mateo County Resource Conservation District
Check Detail
August 2007

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Check	1585	8/14/2007	First National Bank		1000 · Checking ...		-1,355.08
					5060 · Payroll Tax ...	-840.48	840.48
					2100 · Payroll Tax...	-514.60	514.60
TOTAL						-1,355.08	1,355.08

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San Mateo County Resource Conservation District
Check Detail
July 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1560	7/2/2007	Kellyx Nelson		1000 · Checking ...		-4,953.13
					5070 · Salary and ...	-6,666.67	6,666.67
					2100 · Payroll Tax...	1,713.54	-1,713.54
TOTAL						-4,953.13	4,953.13
Check	1561	7/2/2007	Renee Moldovan		1000 · Checking ...		-3,131.57
					5070 · Salary and ...	-4,320.00	4,320.00
					2100 · Payroll Tax...	1,188.43	-1,188.43
TOTAL						-3,131.57	3,131.57
Bill Pmt -Check	1562	7/2/2007	Paychex		1000 · Checking ...		-57.48
Bill		7/2/2007			5050 · Payroll Serv...	-57.48	57.48
TOTAL						-57.48	57.48
Bill Pmt -Check	1563	7/2/2007	At&t		1000 · Checking ...		-50.36
Bill		7/2/2007			6009 · Telephone	-50.36	50.36
TOTAL						-50.36	50.36
Bill Pmt -Check	1564	7/9/2007	SDRMA		1000 · Checking ...		-2,211.24
Bill		7/9/2007			1620 · Prepaid Exp...	-2,211.24	2,211.24
TOTAL						-2,211.24	2,211.24
Bill Pmt -Check	1565	7/9/2007	Callfornla Choice ...		1000 · Checking ...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	1565	7/9/2007	Professional Pen...		1000 · Checking ...		-700.00
Bill		7/9/2007			6100 · Rent	-700.00	700.00
TOTAL						-700.00	700.00
Bill Pmt -Check	1566	7/9/2007	CARCD		1000 · Checking ...		-350.00
Bill		7/9/2007			6055 · Membershi...	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Check	1568	7/9/2007	C.G. Uhlenberg		1000 · Checking ...		-100.00
Bill		6/14/2006	To Be Allocated		5000 · Accounting ...	-100.00	1,017.00
TOTAL						-100.00	1,017.00
Bill Pmt -Check	1569	7/9/2007	SDRMA		1000 · Checking ...		-326.00
Bill		7/9/2007			5013 · Workers' C...	-326.00	326.00
TOTAL						-326.00	326.00

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10/18/07

San Mateo County Resource Conservation District
Check Detail
July 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1570	7/9/2007	California Choice ...		1000 · Checking ...		-1,682.83
Bill	Grp. ...	7/9/2007			2105 · Employee B... 5011 · Health & De...	-488.99 -1,193.84	488.99 1,193.84
TOTAL						-1,682.83	1,682.83
Bill Pmt -Check	1571	7/16/2007	First National Bank		1000 · Checking ...		-3,084.52
Bill		7/16/2007			5060 · Payroll Tax ... 2100 · Payroll Tax...	-852.72 -2,231.80	852.72 2,231.80
TOTAL						-3,084.52	3,084.52
Bill Pmt -Check	1572	7/17/2007	California Choice ...		1000 · Checking ...		-1,682.83
Bill		7/17/2007			2105 · Employee B... 5011 · Health & De...	-488.99 -1,193.84	488.99 1,193.84
TOTAL						-1,682.83	1,682.83
Bill Pmt -Check	1573	7/23/2007	EDD		1000 · Checking ...		-415.10
Bill	Qtr. 2...	7/23/2007			2100 · Payroll Tax...	-415.10	415.10
TOTAL						-415.10	415.10
Bill Pmt -Check	1574	7/26/2007	San Mateo Count...		1000 · Checking ...		-100.00
Bill	Mem...	7/26/2007			6055 · Membershi...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	1576	7/26/2007	City of Half Moon ...		1000 · Checking ...		-181.68
Bill	Gradl...	7/26/2007	2-FCRK-DFG-05:T...		6065 · Permitting	-181.68	181.68
TOTAL						-181.68	181.68

Budget Summary

REVENUE	07/08 Budget	Year to Date Budgeted	Year to Date Actual	Variance
Grants/ Contracts	\$ 1,280,169.00	\$ 426,723.00	\$307,146	\$119,577.00
Fines and Mitigation Funds	\$ 154,492.00	\$ 51,497.33	\$124,227	\$72,729.67
Fees for Services	1,500.00	\$ 500.00	\$2,375	\$1,875.00
Individual Contributions	\$ 1,000.00	\$ 333.33	\$0	\$333.33
Inkind	\$ 2,250.00	\$ 750.00	\$0	\$750.00
Interest Income	\$ 1,000.00	\$ 333.33	\$2,117	\$1,783.67
Misc. Income	\$ 1,000.00	\$ 333.33		\$333.33
Property Taxes	\$ 47,000.00	\$ 15,666.67	\$1,566	\$14,100.67
TOTAL REVENUE	\$ 1,488,411.00	\$ 496,137.00	\$437,431	\$58,706.00
EXPENSES				
<u>Personnel</u>				
Salary and Wages	\$ 210,675.00	\$ 70,225.00	\$58,875	\$11,350.00
Fringe	\$ 54,612.00	\$ 18,204.00	\$7,113	\$11,091.00
<i>Subtotal Personnel</i>	<i>\$ 265,287.00</i>	<i>\$ 88,429.00</i>	<i>\$65,988</i>	<i>\$22,441.00</i>
<u>Operating</u>				
Accounting	\$ 5,000.00	\$ 900.00	\$0	\$900.00
Bank Fees	\$ 250.00			
Computer Services	\$ 500.00	\$ 166.67	\$800	\$633.33
Discretionary	\$ 1,000.00	\$ 333.33	\$475	\$141.67
Equipment	\$ 1,000.00	\$ 333.33	\$0	\$0.00
Insurance - Liability	\$ 2,200.00	\$ 2,000.00	\$987	\$1,013.00
Intern Service	\$ 3,000.00	\$0	\$0	
Internet, Web, Phone	\$ 1,500.00	\$ 500.00	\$400	\$100.00
Legal	\$ 2,100.00	\$ 700.00	\$131	\$569.00
Local Mileage	\$ 500.00	\$ 166.67	\$0	\$166.67
Membership, Dues & Subscription	\$ 1,000.00	\$ 450.00	\$559	\$109.00
Postage & Delivery	\$ 100.00	\$ 33.33	\$13	\$20.33
Printing & Copying	\$ 1,500.00	\$ 500.00	\$0	\$500.00
Professional Development	\$ 2,000.00	\$ 666.67	\$300	\$366.67
Public Relations & Outreach	\$ 250.00	\$ 83.33	\$0	\$83.33
Rent	\$ 14,400.00	\$ 4,800.00	\$2,800	\$2,000.00
Supplies	\$ 100.00	\$ 33.33	\$71	\$37.67
Travel/Accommodations	\$ 600.00	\$ 200.00		\$200.00
<i>Subtotal Operating Expenses</i>	<i>\$ 37,000.00</i>	<i>\$ 11,866.67</i>	<i>\$6,536</i>	<i>\$4,997.33</i>
<u>Program Expenses (other than personnel)</u>				
Ag Water Quality/ Farm Bill	\$ 185,967.00	\$ 61,989.00	\$6,051	\$55,938.00
Apanolio Fish Passage	\$ 262,435.00	\$ 87,478.33	\$60,254	\$27,224.33
Bear Gulch	\$ 154,460.00	\$ 51,486.67	\$68,599	\$17,112.33
Blue Circle	\$ 1,650.00	\$ 550.00		\$550.00
Frenchmen's Creek Fish Passage	\$ 197,427.00	\$ 197,427.00	\$234,130	\$36,703.00
Permit Coordination				
Pilarcitos IWMP	\$ 160,000.00	\$ 53,333.33	\$1,556	\$51,777.33
Pillar Point Harbor	\$ 206,099.00	\$ 68,699.67		\$68,699.67
Workshops	\$ 1,000.00	\$ 333.33		\$333.33
Youth Education	\$ 900.00	\$ 300.00	\$0	\$300.00
<i>Subtotal Program Expenses</i>	<i>\$ 1,169,938.00</i>	<i>\$ 521,597.33</i>	<i>\$370,590</i>	<i>\$151,007.33</i>
TOTAL EXPENSES	\$ 1,472,225.00	\$ 621,893.00	\$443,114	\$178,779.00

Net Income for 7/1-10/31/07

\$5,683

11/7/2007

DRAFT
Approved

Budget Summary

	07/08 Budget	Year to Date Budgeted	Year to Date Actual	Variance
REVENUE				
Grants/ Contracts	\$ 1,280,169.00	\$ 320,042.25	\$218,408	\$101,634.25
Fines and Mitigation Funds	\$ 154,492.00	\$ 124,227.00	\$124,227	\$0.00
Fees for Services	1,500.00	\$ 375.00	\$0	\$375.00
Individual Contributions	\$ 1,000.00	\$ 250.00	\$0	\$250.00
Inkind	\$ 2,250.00	\$ 562.50	\$0	\$562.50
Interest Income	\$ 1,000.00	\$ 1,000.00	\$1,639	\$639.00
Misc. Income	\$ 1,000.00	\$ 250.00		\$250.00
Property Taxes	\$ 47,000.00	\$ 11,750.00	\$1,507	\$10,243.00
TOTAL REVENUE	\$ 1,488,411.00	\$ 372,102.75	\$345,781	\$26,321.75
EXPENSES				
<u>Personnel</u>				
Salary and Wages	\$ 210,675.00	\$ 52,668.75	\$45,057	\$7,611.75
Fringe	\$ 54,612.00	\$ 13,653.00	\$5,101	\$8,552.00
<i>Subtotal Personnel</i>	<i>\$ 265,287.00</i>	<i>\$ 66,321.75</i>	<i>\$50,158</i>	<i>\$16,163.75</i>
<u>Operating</u>				
Accounting	\$ 5,000.00	\$ 900.00	\$0	\$900.00
Bank Fees	\$ 250.00			
Computer Services	\$ 500.00	\$ 125.00	\$0	\$125.00
Discretionary	\$ 1,000.00	\$ 250.00	\$172	\$78.00
Equipment	\$ 1,000.00	\$ 250.00	\$0	\$0.00
Insurance - Liability	\$ 2,200.00	\$ 2,000.00	\$803	\$1,197.00
Intern Service	\$ 3,000.00			
Internet, Web, Phone	\$ 1,500.00	\$ 375.00	\$303	\$72.00
Legal	\$ 2,100.00	\$ 525.00	\$0	\$525.00
Local Mileage	\$ 500.00	\$ 125.00	\$0	\$125.00
Membership, Dues & Subscription	\$ 1,000.00	\$ 450.00	\$450	\$0.00
Postage & Delivery	\$ 100.00	\$ 25.00	\$0	\$25.00
Printing & Copying	\$ 1,500.00	\$ 375.00	\$0	\$375.00
Professional Development	\$ 2,000.00	\$ 500.00	\$0	\$500.00
Public Relations & Outreach	\$ 250.00	\$ 62.50	\$0	\$62.50
Rent	\$ 14,400.00	\$ 3,600.00	\$2,100	\$1,500.00
Supplies	\$ 100.00	\$ 25.00	\$71	\$46.00
Travel/Accomodations	\$ 600.00	\$ 150.00		\$150.00
<i>Subtotal Operating Expenses</i>	<i>\$ 37,000.00</i>	<i>\$ 9,737.50</i>	<i>\$3,899</i>	<i>\$5,588.50</i>
<u>Program Expenses (other than personnel)</u>				
Ag Water Quality/ Farm Bill	\$ 185,967.00	\$ 46,491.75	\$1,172	\$45,319.42
Apanolio Fish Passage	\$ 262,435.00	\$ 65,608.75	\$9,276	\$56,333.01
Bear Gulch	\$ 154,460.00	\$ 38,615.00		\$38,615.00
Blue Circle	\$ 1,650.00	\$ 412.50		\$412.50
Frenchmen's Creek Fish Passage	\$ 197,427.00	\$ 197,427.00	\$209,125	\$11,697.94
Permit Coordination				
Pilarcitos IWMP	\$ 160,000.00	\$ 40,000.00	\$686	\$39,313.75
Pillar Point Harbor	\$ 206,099.00	\$ 51,524.75		\$51,524.75
Workshops	\$ 1,000.00	\$ 250.00		\$250.00
Youth Education	\$ 900.00	\$ 225.00	\$0	\$225.00
<i>Subtotal Program Expenses</i>	<i>\$ 1,169,938.00</i>	<i>\$ 440,554.75</i>	<i>\$220,259</i>	<i>\$220,295.49</i>
TOTAL EXPENSES	\$ 1,472,225.00	\$ 516,614.00	\$274,316	\$242,297.74
Net Income for 7/1-09/30/07			\$71,465	

1:35 PM
11/07/07
Accrual Basis

For Board Book

San Mateo County Resource Conservation District
Profit & Loss
July through September 2007

	<u>Jul - Sep 07</u>
Ordinary Income/Expense	
Income	
4000 · Fines and Mitigation Funds	124,226.88
4010 · Grants/Contracts	
4012 · State Awarded	217,722.17
4010 · Grants/Contracts - Other	686.25
Total 4010 · Grants/Contracts	<u>218,408.42</u>
4030 · Interest Income	1,638.80
4300 · Property Tax Revenue	1,506.64
Total Income	<u>345,780.74</u>
Expense	
5010 · Benefits	
5011 · Health & Dental	4,775.36
5013 · Workers' Comp	326.00
Total 5010 · Benefits	<u>5,101.36</u>
5030 · Consultant	192,590.25
5070 · Salary and Wages	
5050 · Payroll Service Fees	57.48
5060 · Payroll Tax Expense	2,914.84
5070 · Salary and Wages - Other	42,085.01
Total 5070 · Salary and Wages	<u>45,057.33</u>
6005 · Communications	
6007 · Internet	149.89
6009 · Telephone	104.75
6005 · Communications - Other	48.22
Total 6005 · Communications	<u>302.86</u>
6022 · Discretionary	
5005 · Bank Fees	16.19
6035 · Interest - Line of Credit	63.01
6022 · Discretionary - Other	92.46
Total 6022 · Discretionary	<u>171.66</u>
6030 · Insurance	
6032 · Liability	552.81
6030 · Insurance - Other	250.00
Total 6030 · Insurance	<u>802.81</u>
6055 · Membership, Dues & Subscription	450.00
6065 · Permitting	181.68
6085 · Program Expense	27,487.33
6100 · Rent	2,100.00
6110 · Supplies	70.78
Total Expense	<u>274,316.06</u>
Net Ordinary Income	<u>71,464.68</u>
Net Income	<u><u>71,464.68</u></u>

1:31 PM
11/07/07
Accrual Basis

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

	<u>Sep 30, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking RCD8123985	47,641.76
1004 · Checking FC8121907	5,975.64
1008 · Checking CT8129517 (CalTrans)	204,233.48
Total Checking/Savings	<u>257,850.88</u>
Accounts Receivable	
1110 · Contracts Receivable	322,607.00
Total Accounts Receivable	<u>322,607.00</u>
Total Current Assets	580,457.88
Other Assets	
1620 · Prepaid Expenses (Liability Insurance)	1,658.43
1600 · Long-Term Receivables	1,037,712.16
1610 · Security Deposits	1,300.00
Total Other Assets	<u>1,040,670.59</u>
TOTAL ASSETS	<u><u>1,621,128.47</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	185,739.37
Total Accounts Payable	<u>185,739.37</u>
Other Current Liabilities	
2100 · Payroll Taxes Payable	5,750.97
2105 · Employee Benefits Payable	-977.98
2200 · Deferred Revenue	1,292,094.78
Total Other Current Liabilities	<u>1,296,867.77</u>
Total Current Liabilities	<u>1,482,607.14</u>
Total Liabilities	1,482,607.14
Equity	
3900 · Retained Earnings	67,056.65
Net Income	71,464.68
Total Equity	<u>138,521.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,621,128.47</u></u>

5:37 PM
10/18/07
Accrual Basis

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

	<u>Sep 30, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking RCD8123986	47,629.24
1004 · Checking FC8121907	5,971.98
1008 · Checking CT8129517 (CalTrans)	203,708.22
Total Checking/Savings	<u>257,309.44</u>
Accounts Receivable	
1110 · Contracts Receivable	322,607.00
Total Accounts Receivable	<u>322,607.00</u>
Total Current Assets	579,916.44
Other Assets	
1620 · Prepaid Expenses (Liability Insurance)	1,658.43
1600 · Long-Term Receivables	1,037,662.22
1610 · Security Deposits	1,300.00
Total Other Assets	<u>1,040,620.65</u>
TOTAL ASSETS	<u><u>1,620,537.09</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	185,739.37
Total Accounts Payable	<u>185,739.37</u>
Other Current Liabilities	
2100 · Payroll Taxes Payable	5,750.97
2105 · Employee Benefits Payable	-977.98
2200 · Deferred Revenue	1,292,044.84
Total Other Current Liabilities	<u>1,296,817.83</u>
Total Current Liabilities	<u>1,482,557.20</u>
Total Liabilities	1,482,557.20
Equity	
3900 · Retained Earnings	67,056.65
Net Income	70,923.24
Total Equity	<u>137,979.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,620,537.09</u></u>

*Bill for Utility Vault
interest to RCD*

*added diff in
utility on Utility Vault*

see LTR

5:38 PM

10/18/07

Accrual Basis

San Mateo County Resource Conservation District

Profit & Loss

July through September 2007

Jul - Sep 07

Ordinary Income/Expense	
Income	
4000 · Fines and Mitigation Funds	124,226.88
4010 · Grants/Contracts	
4012 · State Awarded	217,722.17 + 88018.04
4010 · Grants/Contracts - Other	686.25 + 730 - I want to know
Total 4010 · Grants/Contracts	218,408.42
4030 · Interest Income	1,097.36
4300 · Property Tax Revenue	1,506.64
Total Income	345,239.30
Expense	
5010 · Benefits	
5011 · Health & Dental	4,775.36
5013 · Workers' Comp	326.00
Total 5010 · Benefits	5,101.36
5030 · Consultant	
5070 · Salary and Wages	
5050 · Payroll Service Fees	57.48
5060 · Payroll Tax Expense	2,914.84
5070 · Salary and Wages - Other	42,085.01
Total 5070 · Salary and Wages	45,057.33
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6055 · Membership, Dues & Subscription	
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6065 · Permitting	
6065 · Permitting	181.68
6085 · Program Expense	
6085 · Program Expense	27,487.33
6100 · Rent	
6100 · Rent	2,100.00
6110 · Supplies	
6110 · Supplies	70.78
Total Expense	274,316.06
Net Ordinary Income	70,923.24
Net Income	70,923.24

Handwritten notes:
 + 88018.04
 + 730 - I want to know
 OK
 + CT not when
 accrued

SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT

helping people protect, conserve and restore natural resources since 1939

September 21, 2007

Steve and Andrea Nichols
P.O. Box 835
Pescadero, CA 94060

Re: Public Records Act Request

Dear Mr. and Ms. Nichols:

On September 13th, 2007, the Resource Conservation District (RCD) received the attached written request from you to provide you with information pertaining to the Bear Gulch Watershed Upslope Erosion Management Plan.

You are more than welcome to make arrangements to review any and all RCD records related to this project in our office during normal business hours. If you wish to make any photocopies, you are welcome to do so in our office at a cost of 10 cents per page.

Sincerely,

Rich Allen
President

cc: Randy Bennett, Bear Gulch Road Association
Jim Howard, Natural Resources Conservation Service

SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT

helping people protect, conserve and restore natural resources since 1939

October 18, 2007

Rixon Rafter
976 West Alisal Street, Apt. #7
Salinas, CA 93901

Dear Mr. Rafter:

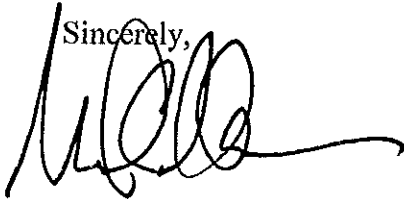
The Board of Directors and staff of the San Mateo County RCD and the Natural Resources Conservation Service would like to express our utmost appreciation to you for volunteering your engineering expertise to the Half Moon Bay Local Partnership Office in our effort to implement an agreement with the State Water Resources Control Board to improve water conservation and quality in coastal San Mateo County.

Your contribution has made it possible for us to utilize available grant funding to assist local agricultural producers in the implementation of conservation practices. Your assistance has made it feasible for local agricultural producers to accelerate their conservation plans and implement practices within a very short window of opportunity.

During a time of rebuilding, the successful implementation of this grant project has been a critical milestone in the establishment of the Half Moon Bay Local Partnership Office as a credible and effective resource management entity. Our ability to obtain and effectively use conservation funds in the future has relied in part on the success of this project.

The Board of Directors and staff of the San Mateo County RCD and the Natural Resources Conservation Service are extremely grateful to you and commend your volunteerism.

Sincerely,



Rich Allen
President

cc: Daniel Mountjoy, NRCS