



Regular Meeting of the Board of Directors
November 3, 2010
Location: RCD Office
6:30 pm- 8:30 pm

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| 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. Approval of Agenda |
| 5. Consent Agenda 5.1. September 16, 2010 Draft Regular Meeting Minutes 5.2. Draft September 2010 Financial Statements |
| 6. Discussion Items 6.1. Review Draft FY 2009 Biannual Audit 6.2. Review pending agreements 6.2.1. Fisheries Restoration Grant Program (Department of Fish and Game) 6.2.2. Watershed Coordinator Grant (Department of Conservation) 6.2.3. Caltrans Agreement for Cloverdale Ponds Project 6.2.4. Green Jobs Corps (Puente de la Costa Sur) 6.2.5. Livestock and Land Program (State Water Resource Control Board) 6.2.6. Fitzgerald Marine Reserve Pollution Reduction Program (San Mateo County) 6.2.7. Memorandum of Understanding Regarding Funding of Pilarcitos Integrated Watershed Restoration Plan Implementation and Stream Gage 6.3. Program and Project Updates |
| 7. Action Item 7.1. <u>Resolution 2010-3: Approval of FY 2011 Cost Allocation Plan and 3% Annual Increase in Billing Rates.</u> Board will consider resolution to approve the methods and procedures to allocate costs to various programs, grants, contracts and agreements. Supporting materials include "San Mateo County Resource Conservation District FY 2011 Cost Allocation Plan." 7.2. <u>Appoint Director Stone as Acting Executive Director.</u> Board will consider appointing Director Roxy Stone to serve as Acting Executive Director during Executive Director's maternity leave. |
| 8. Adjourn The next Regular Meeting of the Board of Directors will be December 16, 2010. There will be no January meeting. The following meeting will be February 17, 2011. |

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
November 3, 2010
Location: RCD Office**

Directors Present: Jim Reynolds, Neal Kramer, TJ Glauthier,
Staff present: RCD-Kellyx Nelson, Karissa Anderson, Renee Moldovan,
Alyssa Hernandez, Chelsea Moller, NRCS-Jim Howard

1 Call to Order

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

2 Introduction of Guests and Staff

Kellyx introduced all RCD staff, but made a special note of new members, including Alyssa Hernandez, the new AmeriCorp member, Karissa Anderson and Chelsea Moller. All present board members introduced themselves as well.

3 Public Comment

None

4 Approval of Agenda

- TJ moved to approve the agenda and Neal seconded.
- Agenda approved unanimously.

5 Consent Agenda

- TJ moved to approve and Jim seconded.
- Consent agenda approved unanimously.

6 Discussion Items

6.1 Review Draft FY 07/08 and 08/09 Biannual Audit

- Renee stated that the audit is finalized. Overall it was a successful audit. Due to the FY 08/09 state freeze it was necessary for the RCD to dip into our deferred/reserved fund base, the RCD is still earning that income. A majority of the work was about what systems we have in place. The auditor stated that the RCD has a good check and balance system in place.
- The draft will be put on the consent agenda for the next meeting.
- No questions were asked by the board.

6.2 Review pending agreements

6.2.1. Fisheries Restoration Grant Program (Department of Fish and Game)

- Part of the San Gregorio Watershed enhancement program
- Grant was for \$250,000, and \$40,000 has already been received.

6.2.2. Watershed Coordinator Grant (Department of Conservation)

- Originally, this grant was only open to federal organizations. Once it did open up to other organizations, coastal programs were still excluded. However, now that coastal programs are included, the RCD's scope of work within its grant application included:
 1. Local priority resource concerns
 2. Better support from RCD staff for NRCS

3. If received it would pay for half the salary of two full time staff

4. \$288,000 was asked

6.2.3. Caltrans Agreement for Cloverdale Ponds Project

- Portion of the land is owned by POST. The established ponds within the area have problems with sediments, invasives, etc...
- \$575,000 may be available thru mitigation funds by CalTrans

6.2.4. Green Jobs Corps (Puente de la Costa Sur)

- Marti is currently working on a contract. It has been subcontracted to us by Puente de la Costa Sur.
- Currently we are working a program with Camp Glenwood.
- Funding was for \$30,000

6.2.5. Livestock and Land Program (State Water Resources Control Board)

- Negotiations are being made in regards to our contract with the State Water Resources Control Board.
- We are the fiscal managers. It takes successful livestock programs and expands them to other counties (Monterey, San Benito)
- Possible funding will be approximately \$1,000,000

6.2.6. Fitzgerald Marine Reserve Pollution Reduction Program (San Mateo County)

- San Mateo County applied for the same grant, in the same area. They subcontracted to us for about \$500,000 to develop best management practices for upland areas.

6.2.7. Memorandum of Understanding Regarding Funding of Pilarcitos Integrated Restoration Plan Implementation and Stream Gage

- There are 40 entities in the Pilarcitos Integrated Watershed Plan .
- Funding pays for the time it takes the RCD to implement the watershed plan. It also pays for the stream gage (Pilarcitos stream gage is a good indicator of what goes on in coastal streams)
- RCD will receive about \$22,000

6.3 Program and Project Updates

- Kellyx gave a summary of the projects in development.

7 **Action Item**

7.1 Resolution 2010-3: Approval of FY 2011 Cost Allocation Plan and 3% Annual Increase in Billing Rates

- TJ explains that the revision is based on the rates of other RCD's.
- It provides a \$40,000 cushion.
- TJ moved to approve rates with amendments to cost allocation as discussed.
- Neal seconded.
- Approved unanimously.

7.2 Appoint Director Stone as Acting Executive Director

- TJ moved to appoint Roxy.
- Neal seconded. Appointment of Roxy Stone as Acting Executive Director
- Approved unanimously

8 **Adjourn**

Meeting adjourned at 8:10 p.m.



RESOLUTION 2010-3

**APPROVAL OF FY 2011 COST ALLOCATION PLAN
AND 3% ANNUAL INCREASE IN BILLING RATES**

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;

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

Whereas the FY 2008-09 Cost Allocation Plan identifies, accumulates and distributes allowable direct and indirect costs under grants, contracts, and service fees, and identifies the allocation methods used for distributing the costs;

Whereas a plan for allocating these costs is required to support the distribution of the costs to the grant program;

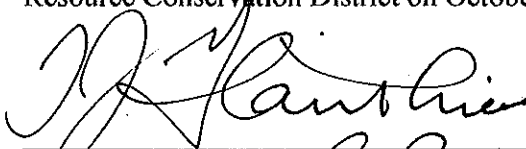
Whereas all costs included in the plan will be supported by formal accounting records to substantiate the propriety of the eventual charges;

Whereas an escalation of billing rates at 3% per year will allow the San Mateo County Resource Conservation District to adjust for annual increases in operating expenses and multiple year grant proposals; and

Whereas the adoption of the FY 2011 Cost Allocation Plan for the San Mateo County Resource Conservation District requires a new resolution from the governing body containing the authorizations listed below;

NOW THEREFORE BE IT RESOLVED that the San Mateo County Resource Conservation District Board of Directors hereby approves the FY 2011 Cost Allocation Plan and escalation of billing rates at 3% per year.

ADOPTED at a regular meeting of the Board of Directors of the San Mateo County Resource Conservation District on October 21, 2010.



Rick Allen, President *for Rick Allen*

11-3-2010
Date



FY 2011 Cost Allocation Plan

Overview

The purpose of this cost allocation plan is to summarize the methods and procedures that the San Mateo County Resource Conservation District (RCD) will use to allocate costs to various programs, grants, contracts and agreements.

Organization

The RCD is a non-regulatory special district of the State of California to help people protect, conserve, and restore natural resources through information, education, and technical assistance programs. The RCD uses very diverse means to further resource conservation in the district and acts as a focal point for local conservation efforts. This is accomplished through collaborations with land owners and managers, technical advisors, area jurisdictions, government agencies, and others. Operating funds are derived from contracts, grants, fees for service, and a small local tax base.

Assumptions

Direct and indirect costs are charged directly or allocated to grants/funds and program activities. Costs are supported by copies of paid invoices, payroll records, time studies and such other evidential records as may be appropriate to document specific costs. The RCD's accounting system tracks actual costs and approved budgets. All expenditures of the agency are accounted for in a Quickbooks accounting system. Reports can be generated as necessary for applicable users of the financial statements. Financial statements are publicly available and distributed for review before each monthly meeting of the Board of Directors.

Basic Cost Categories

Direct costs are those that can be identified specifically with a particular final cost objective, i.e., a particular project, service, or other direct activity of the RCD. The RCD treats costs that are identified specifically with a particular project as a direct cost and assigns the cost directly thereto within the appropriate accounting system.

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular project. Those costs include but are not limited to, auditing, building rent, payroll service, office machines and equipment, repairs of equipment, office space, and telephone service.

Administrative (management expenses of the agency), program support, and shared costs, such as general accounting, staff meetings, public relations, cost of living adjustments, and the like are prorated as direct costs to benefiting project objectives using a distribution base.

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted and to the best of my knowledge and belief:

1. All costs included in this proposal to establish cost allocations are allowable costs for the federal and state awards to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

2. All costs included in this proposal are properly allocable to federal or state awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements.

Further, the same costs that have been treated as indirect costs have not been claimed as direct costs.

Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Organization: San Mateo County Resource Conservation District

Signature: _____



Name of Official: T.J. Glauthier

Title: Director

Date of Execution: _____

Nov 3, 2010