

SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT

helping people protect, conserve and restore natural resources since 1939

Meeting of the Board of Directors

November 15, 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. October 2007 Draft Meeting Minutes 4.2. October 2007 Draft Financial Statements
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>Resolution 2007-3 for grant for Watershed Discovery Workshop.</u> Recommend Board approval of Resolution 2007-3, authorizing a grant application to the California Coastal Commission for a watershed educational program. 5.2. <u>Contract with Balance Hydrologics.</u> Recommend Board approval of a contract with Balance Hydrologics to perform hydrological studies that assist with the identification of sources of fecal pollution impacting Pillar Point Harbor.
6. Discussion Items- The Board will hear public comments on each item before discussion is closed. Comments are limited to one minute per person. 6.1. Quarterly Financial Assessment- Renee Moldovan 6.2. San Bruno Mountain Eucalyptus Eradication Project- Rich Allen
7. Executive Director Updates 7.1. Frenchman's Creek and Apanolio Canyon Fish Passage Projects 7.2. Bear Gulch Upslope Erosion Control Project 7.3. Pilarcitos Creek Integrated Watershed Management Plan 7.4. Agricultural Water Quality Improvement 7.5. Critical Coastal Areas Pilot Project 7.6. Integrated Regional Water Management Planning 7.7. Ecology Action's Livestock and Land Program 7.8. Blue Circle 7.9. Upcoming Dates/ Events
8. Adjourn

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

Minutes
November 15, 2007
Regular Meeting of the Board of Directors

1. **CALL TO ORDER:** Mr. Allen called the meeting to order at 7:00 p.m. A quorum was declared present.

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

Directors Present: Rich Allen, Jim Reynolds, Roxy Stone

Staff Present: RCD: Kellyx Nelson, Carolann Towe, Ellen Gartside: NRCS: Jim Howard,
NRCS

Guests: Marti Johnson, RCD Coordinator to the Agricultural Water Quality Alliance for the Central Coast

3. **PUBLIC COMMENT:** None

4. **CONSENT AGENDA:**

4.1 **Consideration/Adoption of the Draft Meeting Minutes for October 2007**

4.2 **Consideration/Adoption of Draft Financials for October 2007**

ACTION: Roxy Stone **MOVED** to adopt the consent agenda. The motion was **SECONDED** by Jim Reynolds, and **CARRIED** unanimously.

5. **ACTION ITEMS:**

5.1 **Consideration/Adoption of Resolution 2007-3 authorizing a grant application to the California Coastal Commission for the Watershed Discovery Workshop, a watershed educational program.**

- Carolann Towe described the program and showed a PowerPoint presentation with photos. Kellyx Nelson gave further information about commitments that have been made by partners to the project and future plans if funded.

ACTION: Jim Reynolds **MOVED** adoption of Resolution 2007-3. The motion was **SECONDED** by Roxy Stone, and **CARRIED** unanimously.

5.2 **Consideration/Adoption of Contract with Balance Hydrologics to perform hydrological studies that assist with the identification of sources of fecal pollution impacting Pillar Point Harbor.**

- Kellyx Nelson described the proposed role of Balance Hydrologics in the Pillar Point Harbor project and went through the contract terms with the Board.
- Rich Allen asked if any chance of them going over their scope of work/budget. Kellyx said that if they do, it is their risk. The work plan in the contract is aligned with the budget.

ACTION: Jim Reynolds **MOVED** adoption of the contract with Balance Hydrologics. The motion was **SECONDED** by Roxy Stone, and **CARRIED** unanimously.

6. **DISCUSSION ITEMS**

6.1 Quarterly Financial Assessment – Tabled for December meeting

6.2 San Bruno Mountain Eucalyptus Eradication Project

- Rich Allen presented a PowerPoint prepared by Sam Herzberg of County Parks that described their eucalyptus management project on San Bruno Mountain.
- RCD and NRCS staff discussed allelopathy, resprouting, ecological effects of eucalyptus, and treatment strategies.
- Rich envisions a variation of this project for San Vicente Creek.
- Kellyx and Jim Howard noted that six different producers have expressed interest in this type of project on their land
- Kellyx suggested that when referring to eucalyptus we should refer to what we are restoring to, not what we are eradicating. The issue is restoration, not elimination.

ACTION:

- Kellyx will follow up with Rich Gordon's office to find out what the status is for a tree ordinance that was in the works.
- Kellyx will follow up with biologists of the Coastal Commission regarding the status of the obstacles they face in removing the eucalyptus.

7. **EXECUTIVE DIRECTOR UPDATES**

7.1 **Frenchman's Creek and Apanolio Canyon Fish Passage Projects**

- Construction is completed.
- Kellyx is preparing final reports, which she will present to the Board at a later date.
- The landowners and operators on the lands are pleased with the project outcomes.

7.2 Bear Gulch Upslope Erosion Control Project

- Steve Nichols' consultant (J.R.Rodine) had submitted concerns to the County regarding how the project was done. Kellyx welcomed a County inspection of the site. Dan Resnick (DFG), Him Howard (NRCS), John Green (PWA), Jim Eggemeyer and Mike Schaller (County Planning), Jim Reynolds (RCD Board), Kelly McCanless (contractor), and Lisa Cottrell (BGRA landowner) attended. Steve Nichols had a soil consultant present to represent his concerns.
- PWA, DFG, NRCS, and Lisa Cottrell said the project was well-done and a great success.
- Lisa Cottrell made it clear that Steve Nichols was representing his concern, not the landowners as a whole, and that other landowners were thrilled with the work.
- \$6,000 remains set aside for any needed winter touch up.

7.3 Pilarcitos Creek Integrated Watershed Management Plan

- October public workshop was very successful. Keith Mangold and PWA gave excellent presentations.
- Good turnout- about 50 people came for several hours in the middle of their Saturday.
- One recommendation was to invite members of HMB Planning Commission next time.
- Kellyx is discussing with SFPUC how to manage the months when she will be on maternity leave, when the draft plan gets comments, and final plan is issued.

7.4 Agricultural Water Quality Improvement

- There are ten or eleven projects relating to agricultural water quality protection in different phases, depending on their permitting needs and how complicated they are.

7.5 Critical Coastal Areas Pilot Project

ACTION:

- Carolann, Rich and Kellyx have been reviewing the draft assessment and need to propose new language that was due on the 13th of November.

7.6 Integrated Regional Water Management Planning

- Kellyx explained what IRWMP is. Unlike the Pilarcitos and San Gregorio IWMPs that address a watershed, IRWMP addresses a region.

- RCD has taken the lead in coordinating coastside entities to look at a strategy on how to apply for funds coming out of Prop 84 for Regional Water Management.
- Kellyx has advised the group that if they want the RCD to continue this role, position coastside to apply for the funds, and prepare the grant, they are going to have to pay for her time.
- CCWD and Sewer Authority thought that would not be a problem.

7.7 Ecology Action's Livestock and Land Program

- Rich reported that this is a group out of Santa Cruz who have been running livestock and land program which is a series of demonstration projects and related workshops.
- Kellyx explained that the group is applying for a second round of funding and would like to include the San Mateo RCD to be a partner.
- They would like to expand their project, and would like us to be a sub-contractor. They would receive funds, some of which would be passed to us, to develop what would be an appropriate program for our region.
- Kellyx told them that the San Mateo RCD would be interested in this project.

7.8 Blue Circle

- Next topic will be "Watershed Projects in San Mateo County" which will include watershed planning and established watershed groups, including the Critical Coastal Area project, Pilarcitos IWMP, San Gregorio IWMP and the San Fransquito Creek watershed group.
- Carolann mentioned that Pacifica's San Pedro Creek watershed group should be included as well.

ACTION

- Carolann will investigate hall in San Pedro for the meeting location.
- Randy Darnell's location on San Vicente Creek? Who will check into it?
- Cemetery at the top of Skyline? This would be free.
- Long Branch Saloon/Ranch? Perhaps for next Blue Circle in which coastside old timers will talk about historic land use
- The silent auction is still the Board's responsibility. The Board can help with a location as well if Carolann cannot get the hall
- Kellyx will continue to approach speakers.
- Tentative date to be in January 2008

7.9 Upcoming Dates/Events

- Kellyx reported on the CARCD meeting. Her presentation on easements was to a sell-out crowd. She is very hesitant about RCDs taking on easements primarily because it makes them de facto a regulatory agency.

- The next regularly scheduled meeting of the Board of Directors will be held on Thursday, 20 December, beginning at 7:00 p.m.

8. **ADJOURNMENT**

ACTION:

The Regular Meeting of the Board of Directors was adjourned.

10:10 AM
11/08/07

San Mateo County Resource Conservation District
Check Detail
October 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1604	10/1/2007	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	1605	10/1/2007	First National Ba...		1000 · Checking ...		-1,188.57
Bill	Renee	9/7/2007			6110 · Supplies	-61.05	70.78
					6022 · Discretionary	-67.84	78.65
					6007 · Internet	-34.46	39.95
			2-AGWTR-SWRC...		6085 · Program Ex...	-1,011.25	1,172.33
					5005 · Bank Fees	-13.97	16.19
TOTAL						-1,188.57	1,377.90
Bill Pmt -Check	1606	10/1/2007	Professional Pen...		1000 · Checking ...		-700.00
Bill		10/1/2007			6100 · Rent	-700.00	700.00
TOTAL						-700.00	700.00
Check	1607	10/1/2007	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	1608	10/1/2007	Renee Moldovan		1000 · Checking ...		-3,373.37
					5070 · Salary and ...	-4,240.00	4,240.00
					2100 · Payroll Tax...	866.63	-866.63
TOTAL						-3,373.37	3,373.37
Check	1609	10/1/2007	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	1610	10/11/2007	First National Ba...		1000 · Checking ...		-102.07
Bill	Kellyx	10/11/2007			6070 · Postage an...	-13.44	13.44
					6022 · Discretionary	-38.97	38.97
					5005 · Bank Fees	-19.06	19.06
					6022 · Discretionary	-30.60	30.60
TOTAL						-102.07	102.07
Bill Pmt -Check	1611	10/11/2007	First National Ba...		1000 · Checking ...		-1,000.00
Bill	Renee	10/1/2007	2-AGWTR-SWRC...		6085 · Program Ex...	-935.88	3,714.34
					6007 · Internet	-10.07	39.95
					6022 · Discretionary	-20.46	81.19
					6022 · Discretionary	-33.59	133.31
TOTAL						-1,000.00	3,968.79
Bill Pmt -Check	1612	10/15/2007	First National Bank		1000 · Checking ...		-2,159.54
Bill	94-60...	10/15/2007			2100 · Payroll Tax...	-2,159.54	2,159.54
TOTAL						-2,159.54	2,159.54

10:10 AM
11/08/07

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1613	10/15/2007	EDD		1000 · Checking ...		-540.64
Bill	9/1-9/...	10/15/2007			2100 · Payroll Tax...	-540.64	540.64
TOTAL						-540.64	540.64
Bill Pmt -Check	1616	10/29/2007	At&t		1000 · Checking ...		-56.83
Bill	650/7...	10/25/2007			6009 · Telephone	-56.83	56.83
TOTAL						-56.83	56.83
Bill Pmt -Check	1617	10/29/2007	California Choice ...		1000 · Checking ...		-1,682.83
Bill	1357...	10/25/2007			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	1618	10/29/2007	LAFCO		1000 · Checking ...		-109.00
Bill	10/09...	10/24/2007			6055 · Membershi...	-109.00	109.00
TOTAL						-109.00	109.00
Check	1619	10/25/2007	Coastal Repertory...		1000 · Checking ...		-150.00
			1-IWMP-SFPUC/S...		6085 · Program Ex...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	1621	10/29/2007	Susan Danielson		1000 · Checking ...		-720.00
Bill	Inv. 1...	10/24/2007	1-IWMP-SFPUC/S...		5030 · Consultant	-720.00	720.00
TOTAL						-720.00	720.00
Bill Pmt -Check	1622	10/29/2007	Coastal Compute...		1000 · Checking ...		-125.00
Bill	793	10/24/2007	2-AGWTR-SWRC...		5030 · Consultant	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	1623	10/29/2007	SDRMA		1000 · Checking ...		-817.40
Bill	0023...	10/24/2007			5013 · Workers' C...	-326.00	326.00
Bill	0023...	10/25/2007			5013 · Workers' C...	-491.40	491.40
TOTAL						-817.40	817.40
Bill Pmt -Check	1624	10/29/2007	Paychex		1000 · Checking ...		-60.73
Bill	2007...	10/24/2007			5050 · Payroll Serv...	-60.73	60.73
TOTAL						-60.73	60.73
Bill Pmt -Check	1625	10/29/2007	County Counsel		1000 · Checking ...		-131.25
Bill	6300...	10/24/2007			6045 · Legal Servi...	-131.25	131.25
TOTAL						-131.25	131.25

10:10 AM
11/08/07

San Mateo County Resource Conservation District
Check Detail
October 2007

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1626	10/29/2007	CARCD		1000 · Checking ...		-300.00
Bill	Conf...	10/24/2007			6080 · Professiona...	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	1628	10/29/2007	Manuel Rodriguez		1000 · Checking ...		-800.00
Bill	Inv. 1...	10/24/2007	2-AGWTR-SWRC...		5020 · Computer S...	-800.00	800.00
TOTAL						-800.00	800.00
Bill Pmt -Check	1629	10/31/2007	EDD		1000 · Checking ...		-287.00
Bill	DE88...	10/15/2007			2100 · Payroll Tax...	-287.00	287.00
TOTAL						-287.00	287.00

5:04 PM
11/07/07
Accrual Basis

San Mateo County Resource Conservation District
Balance Sheet
As of October 31, 2007

	<u>Oct 31, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking RCD8123985	43,394.98
1004 · Checking FC8121907	5,979.96
1008 · Checking CT8129517 (CalTrans)	204,695.15
Total Checking/Savings	<u>254,070.09</u>
Accounts Receivable	
1110 · Contracts Receivable	396,577.51
Total Accounts Receivable	<u>396,577.51</u>
Total Current Assets	650,647.60
Other Assets	
1620 · Prepaid Expenses (Liability Insurance)	1,474.16
1600 · Long-Term Receivables	1,006,363.49
1610 · Security Deposits	1,300.00
Total Other Assets	<u>1,009,137.65</u>
TOTAL ASSETS	<u><u>1,659,785.25</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	333,040.70
Total Accounts Payable	<u>333,040.70</u>
Other Current Liabilities	
2100 · Payroll Taxes Payable	5,832.83
2105 · Employee Benefits Payable	-488.99
2200 · Deferred Revenue	1,260,026.11
Total Other Current Liabilities	<u>1,265,369.95</u>
Total Current Liabilities	<u>1,598,410.65</u>
Total Liabilities	1,598,410.65
Equity	
3900 · Retained Earnings	67,056.85
Net Income	-5,682.05
Total Equity	<u>61,374.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,659,785.25</u></u>

3:18 PM

11/07/07

Accrual Basis

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

	Jul - Oct 07
Ordinary Income/Expense	
Income	
4000 · Fines and Mitigation Funds	124,226.88
4010 · Grants/Contracts	
4012 · State Awarded	305,740.21
4010 · Grants/Contracts - Other	1,406.25
Total 4010 · Grants/Contracts	307,146.46
4030 · Interest Income	2,116.83
4050 · Fees for Services	2,375.20
4300 · Property Tax Revenue	1,565.60
Total Income	437,430.97
Expense	
5010 · Benefits	
5011 · Health & Dental	5,969.20
5013 · Workers' Comp	1,143.40
Total 5010 · Benefits	7,112.60
5020 · Computer Service	800.00
5030 · Consultant	293,519.85
5070 · Salary and Wages	
5050 · Payroll Service Fees	118.21
5060 · Payroll Tax Expense	2,914.84
5070 · Salary and Wages - Other	55,841.68
Total 5070 · Salary and Wages	58,874.73
6005 · Communications	
6007 · Internet	189.84
6009 · Telephone	161.58
6005 · Communications - Other	48.22
Total 6005 · Communications	399.64
6022 · Discretionary	
5005 · Bank Fees	35.25
6035 · Interest - Line of Credit	63.01
6022 · Discretionary - Other	376.53
Total 6022 · Discretionary	474.79
6030 · Insurance	
6032 · Liability	737.08
6030 · Insurance - Other	250.00
Total 6030 · Insurance	987.08
6045 · Legal Services	131.25
6055 · Membership, Dues & Subscription	559.00
6065 · Permitting	181.68
6070 · Postage and Delivery	13.44
6080 · Professional Development	300.00
6085 · Program Expense	76,888.18
6100 · Rent	2,800.00
6110 · Supplies	70.78
Total Expense	443,113.02
Net Ordinary Income	-5,682.05
Net Income	-5,682.05

SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT
helping people protect, conserve and restore natural resources since 1939

RESOLUTION NO. 2007-3

**DESIGNATING THE AUTHORITY TO SUBMIT A GRANT PROPOSAL TO
WHALE TAIL GRANTS PROGRAM FOR WATERSHED DISCOVERY
WORKSHOP**

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

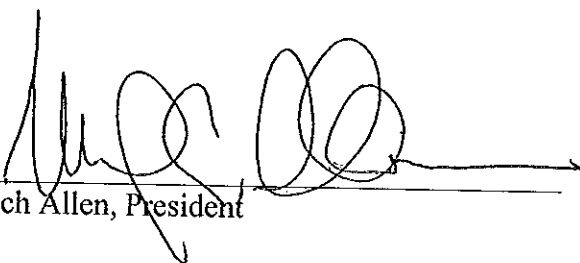
Whereas the San Mateo County Resource Conservation District is defined in Section 3501 of the Government Code as a public agency; and

Whereas the California Coastal Commission's Whale Tail grants support programs that teach California's children and the general public to value and take action to improve the health of the state's marine and coastal environments; and

Whereas consideration for funding requires a resolution from the applicant's governing containing the authorizations listed below;

NOW THEREFORE BE IT RESOLVED, that the San Mateo County Resource Conservation District Board of Directors hereby authorizes Kellyx Nelson, Executive Director, to submit a grant proposal to the Whale Tail program for the Watershed Discovery Workshop and enter into a contract with the California Coastal Commission if the grant is awarded.

ADOPTED at a regular meeting of the Board of Directors of the San Mateo County Resource Conservation District on November 15, 2007.


Rich Allen, President

11/15/07
Date

San Mateo County Resource Conservation District

MEMORANDUM

Date: November 6, 2007
To: Board of Directors
From: Kellyx Nelson
Re: Supporting Information for Resolution 2007-3

Resolution 2007-3 is required as part of a grant application to the Coastal Commission for a watershed education program. This memorandum provides information about the proposed program.

Title: Watershed Discovery Workshop

Vision: California will be a community of watershed stewards and informed scientists that experience clean local waters.

Audience: fifth grade classrooms, including underserved communities

Goals and Objectives:

Prepare a community of watershed stewards and scientists.

- Students will meet volunteer and professional stewards, including resource specialists, park rangers, and community watershed stewards.
- Students will acquire skills in the sciences by working with scientific tools and methodology in the field and in a laboratory.

Improve watershed literacy.

- Students will learn what a watershed is, what non-point source pollution is, and how their actions impact watersheds.
- Students will understand the land-sea connection.

Program Description:

The Watershed Discovery Workshop is a hands-on exploration of the San Vicente Watershed. Visits to Fitzgerald Marine Reserve and Moss Beach Ranch will include classroom instruction, field exploration and hands-on science lessons.

In the Reserve, at the mouth of San Vicente Creek, San Mateo County park rangers provide an introduction to the watershed, resident wildlife, and the impacts of water quality on the marine life found in the intertidal zone. Students collect water samples from the surf zone using professional equipment.

Upstream at Moss Beach Ranch, a privately owned horse boarding facility, students learn about the creek, riparian zone, and best management practices in ranching. Students participate in activities that demonstrate how watersheds develop over time, and how non-point source pollution affects water quality. In a water quality laboratory at Moss Beach Ranch, students prepare the samples they collected at Fitzgerald Marine Reserve for testing levels and presence of indicator bacteria, an activity that mirrors the testing conducted by San Mateo County Public Health Lab.

Project Status and Timeline:

- The curriculum has been developed and tested.
- Two classes have committed to participate and others are being contacted.
- The Water Quality Laboratory at Moss Beach Ranch has been constructed.
- San Mateo County Parks Department has committed to participate.
- The grant application is due December 7, 2007.
- Funding will be awarded by the end of March 2008.
- If funded, classes will begin spring 2008.