

**Minutes of the Regular Meeting of the Board of Directors
December 19, 2019
4:00 pm – 6:00 pm
Location: 80 Stone Pine Road, Suite 100, Half Moon Bay, CA 94019**

Directors present: TJ Glauthier, Adrienne Etherton, Barbara Kossy, Neal Kramer

RCD staff present: Amy Kaeser, Sheena Sidhu, Maaya Hensman

NRCS staff present: Jim Howard

Public: Steve Daus

1. Call to Order

Meeting was called to order at 4:02 p.m.

2. Approval of Agenda

Agenda passed unanimously.

3. Introduction of Guests and Staff

All listed above introduced themselves, including two new staff members (Sheena Sidhu and Maaya Hensman)

4. Public Comment

Steve Daus of TSS Consultants spoke: Environmental Services, in particular support for FireSafe Councils, grants, wildlife hazard planning and mitigation assistance. Lives and works out of Sunnyvale. Will respond to the RFQ. Has spoke with Cleo and Joe.

5. Consent Agenda

5.1 October 17, 2019 Draft Regular Meeting Minutes

5.2 December 3, 2019 Draft Special Meeting Minutes

5.3 Media about the Butano Creek restoration project:

- a.) November 5, 2019 article in SF Chronicle. “Restoring a San Mateo County creek to help fish thrive.”
- b.) November 7, 2019 article in San Mateo Daily Journal: “Long-awaited Butano Creek restoration project finished.”
- c.) December 6, 2019 op ed in SF Chronicle: “What we can learn from the saving of a San Mateo County creek.”

All approved unanimously at once. Barbara moved to approve. Adrienne seconded.

6 Regular Agenda

6.1 Executive Director report

- NA
- Year end summary was great. Board appreciated what she’s done this year! Wishing good holiday season.

6.2 Directors' reports

- Adrienne: idea from an organization she used to run, Sustainable SMC has a big awards event every year. She and husband have hosted a table in the past. Opportunity for Board and Staff to get out and meet people. Possibly share tickets if interested. Thr April 2. No decision needed until Feb. Tickets are generally \$100. Fundraiser, dinner, auction, County Supervisor(s) MC event, 4-5 orgs from County honored (RCD honored a few years ago). (TJ encourages to get a table reserved. Think about price, make commitment at Jan meeting.)
- Neil: participated in first flush. Interesting, heard a lot about it, but haven't been involved. Realized it's a complex job. Noah did a good job: train team/volunteers who don't have a lot of experience, need to keep their attention, (Q about what First Flush is) ... Started just after dark this year, challenging, raining of course, sites people may not be familiar with. Also challenging is that rain isn't consistent everywhere, one site wasn't flowing. Appreciation now and better feel for what they're doing.

Chance to get tour of the upstream berm at Butano Creek that is part of Butano Reconnection Project. Impressive engineering project. Contractors did a nice job putting it together. Looking forward to seeing it. Took a lot of thought and effort.

- Barbara: went to CARCD conference. So much information and people. Whole thing is online via CARCD website. Workshop on working with elected officials – got thinking about how to be effective in that way. Met lobbyist for CARCD, Tosha. Healthy Soils initiative with ranching through Audubon. (Barbara just joined San Mateo Audubon Board). Convos between Audubon/RCD. Tomkat Ranch biologists are doing bird banding. Audubon tour of Butano to get more involved in restoration. Event was great, would encourage others to go, good for meeting board members from other RCDs, successes and challenges. One of the emphases of event was diversity. Diversity for various points of view to come to solutions.

(Jim H asked question about the Speak off) Speak off – young people using debate skills. Odd because some had factual errors... (TJ mentioned maybe sponsoring someone from local group) How to get young people involved? Get a teacher! (Adrienne – recently met someone from San Bruno Mountain Watch, work with AP Env Sci class. New staff member, Aundra, with Office of Ed in Env Ed role. Might be a good connection point.) Discussion. (Steve Daus: Forestry program at HS level, four-day event with speak off. Organizers name is Diane Neal – coordinator for Forestry Challenge.)

Went to Adria's presentation, did a great job of presenting. Kevin Watt also presented at same time. Reputation that our RCD has there is great. Saw lots of high functioning, lots of projects, energy.

- TJ: Nothing to add. Kellyx working a lot at state level, streamlining permits. Traction right now.

6.3 Resolution 2019-8: Resolution expressing appreciation and gratitude for David and Kathleen Bevin for their help with the recently completed project to restore fish passage on Alpine.

- Discussion
- Neal moved to adopt, Barbara seconded. Approved unanimously.

6.4 Directors will discuss and consider approving Quarter 1 Fiscal Year 2020 Financial Statements.

Lead: TJ Glauthier, Finance Committee Chair

- TJ: talked about financials several times. Went to quarterly basis. Lag between work, bills, invoices. Discussion of fluctuations. Quarterly balances better. Good pattern. Much larger than any other quarter will be due to construction. Operating reserve, policy established just a couple years ago. Goal is to have three months of operating expenses (salaries, benefits, rent, etc – approx. 150k/mo, so goal is about 400k). Practice has been to pay contractors earlier if possible.
- Thanks to Ryan for his work. Please share appreciation.
- Adrienne moved to approve, Neal seconded. Approved unanimously.

6.5 Directors will discuss and consider approving the independent financial audit prepared by RJ Ricciardi, Inc. Certified Public Accountants for Fiscal Year 2018: “Basic Financial Statements June 30, 2018” and “Board of Directors and Management Report for the Year Ended June 30, 2018.”

Lead: TJ Glauthier, Finance Committee Chair

- TJ: No problems. Hard to find auditors at rates we can afford. Any Qs or issues? TJ has read through, thinks in good shape.
- Neal moved to approve, Barbara seconded. Approved unanimously.

6.6 Board will discuss and consider approving a revision to the San Mateo RCD personnel manual to reduce the wait period for health benefits to take effect for new staff.

- Discussion. Board suggests looking into this further and determine if we can close the gap to be effective with hire date.
- Adrienne moved to approve, Neal seconded. Approved unanimously.

Other:

- January board agenda: Add discussion of Board structure and election of board officers.

7 Adjourn Meeting

Meeting adjourned at 4:52 p.m.

**Regular Meeting of the Board of Directors
December 19, 2019
4:00 pm – 6:00 pm
Location: 80 Stone Pine Road, Suite 100, Half Moon Bay, CA 94019**

1. Call to Order
2. Approval of Agenda
3. Introduction of Guests and Staff
4. Public Comment- The Board will hear comments on items that are not on the agenda. The Board cannot act on an item unless it is an emergency as defined under Government Code Sec. 54954.2.
<p>5. Consent Agenda</p> <p>The Board of Directors approves:</p> <ul style="list-style-type: none"> 5.1. October 17, 2019 Draft Regular Meeting Minutes 5.2. December 3, 2019 Draft Special Meeting Minutes <p>The Board of Directors receives into record:</p> <ul style="list-style-type: none"> 5.3. Media about the Butano Creek restoration project: <ul style="list-style-type: none"> a.) November 5, 2019 article in SF Chronicle. “Restoring a San Mateo County creek to help fish thrive.” b.) November 7, 2019 article in San Mateo Daily Journal: “Long-awaited Butano Creek restoration project finished.” c.) December 6, 2019 op ed in SF Chronicle: “What we can learn from the saving of a San Mateo County creek.”
<p>6. Regular Agenda</p> <ul style="list-style-type: none"> 6.1. Executive Director report 6.2. Directors’ reports 6.3. Resolution 2019-8: Resolution expressing appreciation and gratitude for David and Kathleen Bevin for their help with the recently completed project to restore fish passage on Alpine. 6.4. Directors will discuss and consider approving Quarter 1 Fiscal Year 2020 Financial Statements. Lead: TJ Glauthier, Finance Committee Chair 6.5. Directors will discuss and consider approving the independent financial audit prepared by RJ Ricciardi, Inc. Certified Public Accountants for Fiscal Year 2018: “Basic Financial Statements June 30, 2018” and “Board of Directors and Management Report for the Year Ended June 30, 2018.” Lead: TJ Glauthier, Finance Committee Chair 6.6. Board will discuss and consider approving a revision to the San Mateo RCD personnel manual to reduce the wait period for health benefits to take effect for new staff.
<p>7. Adjourn Meeting</p> <p>The next Regular Meeting of the Board of Directors will be January 16, 2019.</p>

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.

RESOLUTION 2019-8

**EXPRESSING APPRECIATION AND GRATITUDE FOR
DAVID AND KATHLEEN BEVIN**

Whereas, the San Mateo Resource Conservation District (RCD) is a Special District organized under Division 9 of the California Public Resources Code that serves as a focal point for local conservation efforts and is accountable to our community for conservation of natural resources;

Whereas, the RCD takes actions to support recovery of populations of endangered Central California Coast coho and other salmonids, and human-made barriers to their migration can include road and stream crossings which affect both adult and juvenile fish migration;

Whereas, the Pescadero Creek Road culvert on Alpine Creek was listed as a priority barrier for removal by California Department of Fish and Wildlife (CDFW), San Mateo County, and the National Oceanic and Atmospheric Administration Restoration Center;

Whereas, David and Kathleen Bevin are landowners along Alpine Creek directly downstream of the Pescadero Creek Road culvert; and

Whereas, David and Kathleen Bevin have been keen observers of the fish, habitat, and conditions in the creek for many years; have been proponents for long-term, comprehensive salmonid habitat enhancement solutions; contributed to project development, provided valuable historical information and on-site context; allowed extensive access to and across their private property in all project phases; withstood multiple inconveniences in support of project goals; and hosted participants in the Spotlight Stewardship program of the Santa Cruz Mountains Stewardship Network to help leaders and decisionmakers understand the role of private landowners in conservation;

NOW THEREFORE BE IT RESOLVED that the San Mateo Resource Conservation District hereby commends David and Kathleen Bevin for their partnership to prevent the extinction of coho salmon in San Mateo County and expresses deep gratitude for their significant and enduring contributions to the protection of fish and natural resources in coastal San Mateo County.

ADOPTED at a regular meeting of the Board of Directors of the San Mateo Resource Conservation District on December 19, 2019.



Director

12-19-19

Date

San Mateo Resource Conservation District Balance Sheet

As of September 30, 2019

Sep 30, 19

ASSETS

Current Assets

Checking/Savings

1030 - Checking Account (5269)	2,358,598.85
1031 - Restricted State Funds (5012) (Butano Channel)	2,340,050.84
1032 - Operating Reserve (0202)	148,879.80

Total Checking/Savings 4,847,529.49

Accounts Receivable

1200 - Accounts Receivable	3,755,442.60
----------------------------	--------------

Total Accounts Receivable 3,755,442.60

Total Current Assets

8,602,972.09

TOTAL ASSETS

8,602,972.09

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable	4,231,853.68
-------------------------	--------------

Total Accounts Payable 4,231,853.68

Other Current Liabilities

2045 - Accrued Payroll	95,368.06
------------------------	-----------

2060 - Accrued Time Off	52,023.49
-------------------------	-----------

2400 - Deferred Revenue

2405 - Bonde Weir	5,053.61
-------------------	----------

2409 - SCMSN- Regional Climate Action	70,103.43
---------------------------------------	-----------

2410 - Santa Cruz Mountain Stewardship	192,794.65
--	------------

2411 - SCMSN - Atlas Project	60,629.84
------------------------------	-----------

2412 - SCMSN-Spotlight Stewardship	35,810.98
------------------------------------	-----------

2413 - SCMSN-Permitting	10,932.38
-------------------------	-----------

2420 - MROSD - Driscoll Ranch	9,192.20
-------------------------------	----------

2421 - MROSD - Apple Orchard	13,981.00
------------------------------	-----------

2425 - Randtron Antenna	3,424.32
-------------------------	----------

2430 - PG&E - Butano Mitigation Proj.	942,737.80
---------------------------------------	------------

2431 - PG&E - Project Development	11,279.82
-----------------------------------	-----------

2432 - PG&E Foundation - Hedge Rows	15,000.00
-------------------------------------	-----------

2434 - PG&E - San Bruno Mountain	174,886.50
----------------------------------	------------

2435 - Cloverdale Ponds	75,132.38
-------------------------	-----------

2445 - SMC Old Haul Road Phase 1	4,186.98
----------------------------------	----------

2450 - STATE - Butano Channel (HE-BC-STATE)	624,116.12
---	------------

2451 - SMC - Butano Channel	309,875.30
-----------------------------	------------

2465 - NACD - Urban Farming TA	25,739.20
--------------------------------	-----------

2470 - SVCF - Carbon Farm Planning	10,238.38
------------------------------------	-----------

2475 - SAM First Flush	1,793.79
------------------------	----------

2480 - Colma - Cemetery Sustainability	6,805.75
--	----------

2490 - POST - DR Match Funds	101,472.81
------------------------------	------------

2491 - POST - Rangeland Compost	9,327.75
---------------------------------	----------

San Mateo Resource Conservation District Balance Sheet

As of September 30, 2019

	Sep 30, 19
Total 2400 - Deferred Revenue	2,714,514.99
Total Other Current Liabilities	2,861,906.54
Total Current Liabilities	7,093,760.22
Long Term Liabilities	
2500 - Recoverable Grants	200,000.00
2600 - Deferred Rentention (>1yr)	195,681.29
Total Long Term Liabilities	395,681.29
Total Liabilities	7,489,441.51
Equity	
3500 - Net Assets	674,166.21
Net Income	439,364.37
Total Equity	1,113,530.58
TOTAL LIABILITIES & EQUITY	8,602,972.09

San Mateo Resource Conservation District Profit & Loss

July through September 2019

Jul - Sep 19

Ordinary Income/Expense

Income

4010 · Contracts	5,663,728.21
4020 · Donations	
4025 · Annual Appeal Donation	4,500.00
4030 · General Support Donations	90,510.00
4035 · Individual Donation	415.30
Total 4020 · Donations	<u>95,425.30</u>
4040 · Interest	1,953.83
4050 · SMC Contributions	
4055 · SMC Property Tax	3,745.19
4060 · SMC Property Sale Proceeds	35.38
4065 · SMC Operating Support	200,000.00
Total 4050 · SMC Contributions	<u>203,780.57</u>

Total Income 5,964,887.91

Gross Profit 5,964,887.91

Expense

5100 · Personnel	
5110 · Salary	290,721.76
5120 · Benefits	61,549.66
Total 5100 · Personnel	<u>352,271.42</u>
5200 · Operating Expense	
5205 · Bank Fees	243.31
5210 · Communications	2,260.37
5220 · Equipment	1,042.78
5225 · Information Technology	1,111.02
5235 · Office Supplies	131.68
5240 · Rent	9,865.60
5245 · Accounting Services	10,768.75
5270 · Prof. Development & Meetings	1,943.58
Total 5200 · Operating Expense	<u>27,367.09</u>
5300 · Program Expenses	
5310 · Project Implementation	5,145,885.03
Total 5300 · Program Expenses	<u>5,145,885.03</u>

Total Expense 5,525,523.54

Net Ordinary Income 439,364.37

Net Income 439,364.37

San Mateo Resource Conservation District

Profit & Loss

July through September 2019

	<u>Jul 19</u>	<u>Aug 19</u>	<u>Sep 19</u>
Ordinary Income/Expense			
Income			
4010 - Contracts	529,846.33	318,297.71	4,815,584.17
4020 - Donations			
4025 - Annual Appeal Donation	0.00	0.00	4,500.00
4030 - General Support Donations	5,500.00	10,000.00	75,010.00
4035 - Individual Donation	0.00	365.30	50.00
Total 4020 - Donations	<u>5,500.00</u>	<u>10,365.30</u>	<u>79,560.00</u>
4040 - Interest	661.85	643.20	648.78
4050 - SMC Contributions			
4055 - SMC Property Tax	294.49	3,368.39	82.31
4060 - SMC Property Sale Proceeds	0.00	0.00	35.38
4065 - SMC Operating Support	0.00	0.00	200,000.00
Total 4050 - SMC Contributions	<u>294.49</u>	<u>3,368.39</u>	<u>200,117.69</u>
Total Income	<u>536,302.67</u>	<u>332,674.60</u>	<u>5,095,910.64</u>
Gross Profit	536,302.67	332,674.60	5,095,910.64
Expense			
5100 - Personnel			
5110 - Salary	102,353.76	99,252.32	89,115.68
5120 - Benefits	25,409.19	16,786.96	19,353.51
Total 5100 - Personnel	<u>127,762.95</u>	<u>116,039.28</u>	<u>108,469.19</u>
5200 - Operating Expense			
5205 - Bank Fees	0.00	213.31	30.00
5210 - Communications	984.05	542.66	733.66
5220 - Equipment	0.00	966.32	76.46
5225 - Information Technology	980.94	65.04	65.04
5235 - Office Supplies	54.68	51.50	25.50
5240 - Rent	230.00	230.00	9,405.60
5245 - Accounting Services	1,797.50	0.00	8,971.25
5270 - Prof. Development & Meetings	682.71	586.37	674.50
Total 5200 - Operating Expense	<u>4,729.88</u>	<u>2,655.20</u>	<u>19,982.01</u>
5300 - Program Expenses			
5310 - Project Implementation	1,444,761.55	805,535.26	2,895,588.22
Total 5300 - Program Expenses	<u>1,444,761.55</u>	<u>805,535.26</u>	<u>2,895,588.22</u>
Total Expense	<u>1,577,254.38</u>	<u>924,229.74</u>	<u>3,024,039.42</u>
Net Ordinary Income	<u>-1,040,951.71</u>	<u>-591,555.14</u>	<u>2,071,871.22</u>
Net Income	<u><u>-1,040,951.71</u></u>	<u><u>-591,555.14</u></u>	<u><u>2,071,871.22</u></u>

San Mateo Resource Conservation District Profit & Loss

July through September 2019

TOTAL

Ordinary Income/Expense	
Income	
4010 · Contracts	5,663,728.21
4020 · Donations	
4025 · Annual Appeal Donation	4,500.00
4030 · General Support Donations	90,510.00
4035 · Individual Donation	415.30
Total 4020 · Donations	<u>95,425.30</u>
4040 · Interest	1,953.83
4050 · SMC Contributions	
4055 · SMC Property Tax	3,745.19
4060 · SMC Property Sale Proceeds	35.38
4065 · SMC Operating Support	200,000.00
Total 4050 · SMC Contributions	<u>203,780.57</u>
Total Income	<u>5,964,887.91</u>
Gross Profit	<u>5,964,887.91</u>
Expense	
5100 · Personnel	
5110 · Salary	290,721.76
5120 · Benefits	61,549.66
Total 5100 · Personnel	<u>352,271.42</u>
5200 · Operating Expense	
5205 · Bank Fees	243.31
5210 · Communications	2,260.37
5220 · Equipment	1,042.78
5225 · Information Technology	1,111.02
5235 · Office Supplies	131.68
5240 · Rent	9,865.60
5245 · Accounting Services	10,768.75
5270 · Prof. Development & Meetings	1,943.58
Total 5200 · Operating Expense	<u>27,367.09</u>
5300 · Program Expenses	
5310 · Project Implementation	5,145,885.03
Total 5300 · Program Expenses	<u>5,145,885.03</u>
Total Expense	<u>5,525,523.54</u>
Net Ordinary Income	<u>439,364.37</u>
Net Income	<u><u>439,364.37</u></u>

SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT

HALF MOON BAY, CALIFORNIA

BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

TABLE OF CONTENTS

	<u>PAGE</u>
Independent Auditors' Report	1-2
Management Discussion and Analysis	3-6
Basic Financial Statements:	
Statement of Net Position and Governmental Funds Balance Sheet	7
Statement of Activities and Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances	8
Notes to the Basic Financial Statements	9-15
Required Supplementary Information:	
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - Governmental Fund Type	16

INDEPENDENT AUDITORS' REPORT

Board of Directors
San Mateo County Resource Conservation District
Half Moon Bay, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of San Mateo County Resource Conservation District, as of June 30, 2018 and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the San Mateo County Resource Conservation District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to San Mateo County Resource Conservation District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of San Mateo County Resource Conservation District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of San Mateo County Resource Conservation District, as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 3-6) and the required supplementary information (page 16), as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

R. J. Ricciardi, Inc.

R.J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California
September 20, 2019

San Mateo County Resource Conservation District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

June 30, 2018

San Mateo County Resource Conservation District's (the "District") Management's Discussion and Analysis (MD&A) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the District's financial activity, (c) identify changes in the District's financial position (its ability to address the next and subsequent year challenges), and (d) identify individual fund issues or concerns.

Since the MD&A is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the District's basic financial statements. The MD&A is presented for the year ended June 30, 2018.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's audited financial statements, which are comprised of the basic financial statements. This annual report is prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for States and Local Governments*. The Single Governmental Program for Special Purpose Governments reporting model is used which best represents the activities of the District.

The required financial statements include the Government-wide and Fund Financial Statements; Statement of Net Position and Governmental Funds Balance Sheet; Statement of Activities and Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balances; and the Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - All Governmental Fund Types.

These statements are supported by notes to the basic financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of the District.

The Basic Financial Statements

The Basic Financial Statements comprise the Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the District's financial activities and financial position.

The Government-wide Financial Statements provide a longer-term view of the District's activities as a whole, and comprise the Statement of Net Position and the Statement of Activities. The Statement of Net Position provides information about the financial position of the District as a whole, including all of its capital assets and long-term liabilities on the full accrual basis, similar to that used by corporations. The Statement of Activities provides information about all of the District's revenues and all of its expenses, also on the full accrual basis, with the emphasis on measuring net revenues or expenses of the District's programs. The Statement of Activities explains in detail the change in Net Position for the year.

All of the District's activities are grouped into Government Activities, as explained below.

The Fund Financial Statements report the District's operations in more detail than the Government-wide statements and focus primarily on the short-term activities of the District's General Fund and other Major Funds. The Fund Financial Statements measure only current revenues and expenditures and fund balances; they exclude capital assets, long-term debt and other long-term amounts.

Major Funds account for the major financial activities of the District and are presented individually. Major Funds are explained below.

San Mateo County Resource Conservation District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 June 30, 2018

The Government-wide Financial Statements

Government-wide Financial Statements are prepared on the accrual basis, which means they measure the flow of all economic resources of the District as a whole.

The Statement of Net Position and the Statement of Activities present information about the following:

Governmental Activities – The District’s basic services are considered to be governmental activities. These services are supported by general District revenues such as taxes, and by specific program revenues such as government grants and service charges.

Fund Financial Statements

The Fund Financial Statements provide detailed information about each of the District’s most significant funds, called Major Funds. The concept of Major Funds, and the determination of which are Major Funds, was established by GASB Statement No. 34 and replaces the concept of combining like funds and presenting them in total. Instead, each Major Fund is presented individually; the District has no Non-major Funds. Major Funds present the major activities of the District for the year, and may change from year to year as a result of changes in the pattern of the District’s activities.

In the District’s case, the General Fund is the only Major Governmental Fund.

Governmental Fund Financial Statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the Governmental Fund Financial Statements.

Comparisons of Budget and Actual financial information are presented for the General Fund.

Governmental Activities

	2018	2017
<u>Assets</u>		
Cash and investments	\$ 2,074,242	\$ 563,655
Other assets	1,889,914	970,667
Total assets	3,964,156	1,534,322
 <u>Liabilities</u>		
Accounts payable	664,868	283,286
Other liabilities	2,572,540	820,419
Total liabilities	3,237,408	1,103,705
 <u>Net Position</u>		
Unrestricted	726,748	430,617
Total net position	\$ 726,748	\$ 430,617

The District’s net position was \$726,748 for the fiscal year ended June 30, 2018.

San Mateo County Resource Conservation District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 June 30, 2018

The following table summarizes the District's change in net position at June 30:

	July 1, 2017 through June 30, 2018	July 1, 2016 through June 30, 2017
<u>Revenues</u>		
Program revenues:		
Operating grants and contracts	\$ 3,687,155	\$ 2,967,645
General revenues:		
Taxes and other	<u>229,620</u>	<u>114,857</u>
Total revenues	<u>3,916,775</u>	<u>3,082,502</u>
<u>Program expenses</u>		
Resource conservation	<u>3,620,644</u>	<u>2,940,930</u>
Total expenses	<u>3,620,644</u>	<u>2,940,930</u>
Change in net position	<u>\$ 296,131</u>	<u>\$ 141,572</u>

Government Activities

For the period from July 1, 2017 through June 30, 2018, the total District revenues were \$3,916,775. The total District expenses were \$3,620,644. The difference of \$296,131 is the increase in net position bringing the total net position at June 30, 2018 to \$726,748. The main source of revenue for the District is grant revenue and contracts. The amount our taxpayers ultimately financed for these activities through local taxes and assessments was \$73,550.

Capital Assets

The District does not maintain any capital assets.

Debt Administration

The District does not utilize long term debt to fund operations or growth.

General Fund Budgetary Highlights

The District's General Fund operating budget for the period of July 1, 2017 to June 30, 2018 was adopted by the Governing Board. As adopted, projected expenditures totaled \$3,282,577. Budgeted revenues totaled \$3,329,538 with revenues projected to be over expenditures by approximately \$46,961. Please refer to page 16 of this report for actual amounts and related variances.

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the District.

The economic condition of the District as it appears on the balance sheet reflects financial stability and the potential for organizational growth. The District will continue to maintain a watchful eye over expenditures and remain committed to sound fiscal management practices.

San Mateo County Resource Conservation District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2018

Contacting the District's Financial Management

This financial report is designed to provide citizens, taxpayers, investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have any questions regarding this report or need additional financial information, contact the Finance Director at San Mateo County Resource Conservation District, 80 Stone Pine Road, Suite 100, Half Moon Bay, California 94019.

San Mateo County Resource Conservation District
STATEMENT OF NET POSITION AND GOVERNMENTAL FUNDS BALANCE SHEET

June 30, 2018

	General Fund	Adjustments (Note 3)	Statement of Net Position
ASSETS			
Cash and investments	\$ 2,074,242	\$ -	\$ 2,074,242
Grant receivable	<u>1,889,914</u>	<u>-</u>	<u>1,889,914</u>
Total assets	<u>3,964,156</u>	<u>-</u>	<u>3,964,156</u>
LIABILITIES			
Liabilities:			
Accounts payable	664,868	-	664,868
Accrued expenses	67,258	-	67,258
Refundable advances	2,451,934	-	2,451,934
Compensated absences	<u>53,348</u>	<u>-</u>	<u>53,348</u>
Total liabilities	<u>3,237,408</u>	<u>-</u>	<u>3,237,408</u>
FUND BALANCES / NET ASSETS			
Fund balances:			
Assigned	<u>726,748</u>	<u>(726,748)</u>	<u>-</u>
Total fund balances	<u>726,748</u>	<u>(726,748)</u>	<u>-</u>
Total liabilities and fund balances	<u>\$ 3,964,156</u>		
Net Position:			
Unrestricted		<u>726,748</u>	<u>726,748</u>
Total net position		<u>\$ 726,748</u>	<u>\$ 726,748</u>

The accompanying notes are an integral part of these financial statements.

San Mateo County Resource Conservation District
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND STATEMENT
OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
For the Year Ended June 30, 2018

	General Fund	Adjustments (Note 4)	Statement of Activities
	<u> </u>	<u> </u>	<u> </u>
Expenditures/expenses:			
Resource conservation	\$ 3,620,644	\$ -	\$ 3,620,644
Total expenditures/expenses	<u>3,620,644</u>	<u>-</u>	<u>3,620,644</u>
Program revenues:			
Operating grants and contracts	<u>3,687,155</u>	<u>-</u>	<u>3,687,155</u>
Net program expense	<u>(66,511)</u>	<u>-</u>	<u>(66,511)</u>
General revenues:			
Property taxes	73,550	-	73,550
Local government contributions	125,000	-	125,000
Individual contributions	30,427	-	30,427
Interest	<u>643</u>	<u>-</u>	<u>643</u>
Total general revenues	<u>229,620</u>	<u>-</u>	<u>229,620</u>
Excess (deficiency) of revenues over (under) expenditures	296,131	(296,131)	-
Changes in net position	-	296,131	296,131
Fund balance/net position at July 1, 2017	<u>430,617</u>	<u>-</u>	<u>430,617</u>
Fund balance/net position at June 30, 2018	<u>\$ 726,748</u>	<u>\$ -</u>	<u>\$ 726,748</u>

The accompanying notes are an integral part of these financial statements.

San Mateo County Resource Conservation District
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization and Description

The San Mateo County Resource Conservation District (the District) was formed under California Soil Conservation District Law popular election and approved by the San Mateo County Board of Supervisors on October 10, 1939. The function of the District is to provide a soil and water conservation program within its geographical boundaries.

B. Accounts and Records

Custodianship of the District's accounts and records are vested with the District. Assessment of property and collection of tax receipts for the District is provided by the County of San Mateo. The Board further authorized check signatory to a designated board member and the executive director.

C. Accounting Policies

The District accounts for its financial transactions in accordance with the policies and procedures recommended by the State of California. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants.

(1) Government-wide and Fund Financial Statements:

The government-wide financial statements (the statement of net position and the statement of activities) report on the District as a whole. The statement of activities demonstrates the degree to which the direct expenses of the District's function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with the District's function. *Program revenues* include grant revenue and charges paid by the recipients of goods or services offered by the program. Other items not properly included among program revenues are reported instead as *general revenues*. Separate financial statements are provided for the governmental fund of the District (balance sheet and the statement of revenues, expenditures and changes in fund balances).

(2) Measurement Focus, Basis of Accounting and Financial Statement Presentation:

Government-wide Financial Statements

The statement of net position and the statement of activities are prepared using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Net Position

The government-wide financial statements utilize a net position presentation. Net position is categorized as invested capital assets (net of related debt), restricted and unrestricted.

Invested in Capital Assets, Net of Related Debt - This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.

San Mateo County Resource Conservation District
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Accounting Policies (continued)

Restricted Net Position - This category presents external restrictions imposed by creditors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position - This category represents net position of the District not restricted for any project or other purpose.

Fund Equity

The accompanying financial statements reflect certain changes that have been made with respect to the reporting of the components of fund balances for governmental funds. In previous years, fund balances for governmental funds were reported in accordance with previous standards that included components for reserved fund balance, unreserved fund balance, designated fund balance, and undesignated fund balance. Due to the implementation of GASB Statement No. 54, the components of the fund balances of governmental funds now reflect the component classifications described below. In the fund financial statements, governmental fund balances are reported in the following classifications:

Nonspendable fund balance includes amounts that are not in a spendable form, such as prepaid items or supplies inventories, or that are legally or contractually required to remain intact, such as principal endowments.

Restricted fund balance includes amounts that are subject to externally enforceable legal restrictions imposed by outside parties (i.e., creditors, grantors, contributors) or that are imposed by law through constitutional provisions or enabling legislation.

Committed fund balance includes amounts whose use is constrained by specific limitations that the government imposes upon itself, as determined by a formal action of the highest level of decision-making authority. The Board of Directors serves as the District's highest level of decision-making authority and has the authority to establish, modify or rescind a fund balance commitment via minutes action.

Assigned fund balance includes amounts intended to be used by the District for specific purposes, subject to change, as established either directly by the Board of Directors or by management officials to whom assignment authority has been delegated by the Board of Directors.

Unassigned fund balance is the residual classification that includes spendable amounts in the General Fund that are available for any purpose.

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned or unassigned) fund balances are available, the District specifies that restricted revenues will be applied first. When expenditures are incurred for purposes for which committed, assigned or unassigned fund balances are available, the District's policy is to apply committed fund balance first, then assigned fund balance, and finally unassigned fund balance.

San Mateo County Resource Conservation District
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

C. Accounting Policies (concluded)

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The District only has one major fund, the General Fund, which is used to account for all financial resources.

(3) Use of Estimates

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues and expenditures/expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

D. Budget and Budgetary Accounting

The District normally adopts an annual budget on or before June 30 for the ensuing fiscal year. The District follows these procedures in establishing the budgetary data reflected in the basic financial statements:

- (1) Legally adopted annual budgets and formal budgetary integration is employed as a management control device during the year for the General Fund only.
- (2) The budgets for the General Fund are adopted on a basis consistent with GAAP.
- (3) Budgeted revenue amounts represent the original budget modified by adjustments authorized during the year. Budgeted expenditure amounts represent original appropriations adjusted for supplemental appropriations during the year, which were contingent upon new or additional revenue sources and re-appropriated amounts for prior year encumbrances.
- (4) Budget appropriations for the various governmental funds become effective each July 1. The Board of Directors may amend the budget during the fiscal year.
- (5) Appropriations were over budgeted amounts by \$338,067.

San Mateo County Resource Conservation District
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2018

NOTE 2 - CASH AND INVESTMENTS

Cash and investments consisted of the following at June 30, 2018:

	<u>Carrying Value</u>	<u>Investment Rating</u>
Cash in First National Bank	\$ 2,074,242	N/A

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of bank failure, the District’s deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government code requires that a financial institution secure deposits made by State or local government units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits.

Fair Value Reporting - Investments

The District categorizes the fair value measurements of its investments within the fair value hierarchy established by GAAP. Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. These levels are determined by the District’s investment manager based on a review of the investment class, structure and what kind of securities are held in the portfolio. The District’s holdings are classified in Level 1 of the fair value hierarchy.

NOTE 3 - RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET WITH THE STATEMENT OF NET POSITION

Since the District’s funds statements mirror the government-wide statements (i.e., no reconciling items for capital assets, long term debts, etc.), reconciliation statements have not been presented as a part of the basic financial statements.

NOTE 4 - RECONCILIATION OF GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES WITH THE STATEMENT OF ACTIVITIES

Since the District’s funds statements mirror the government-wide statements (i.e., no reconciling items for capital assets, long term debts, etc.), reconciliation statements have not been presented as a part of the basic financial statements.

San Mateo County Resource Conservation District
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2018

NOTE 5 - GRANT RECEIVABLE

Grants receivable consisted of the following as of June 30, 2018:

Water Quality	\$ 581,502
Water Resources	1,061,025
Habitat Enhancement	140,827
Conservation Technical Assistance	23,748
Climate Mitigation & Adaption	62,812
Streamgage	<u>20,000</u>
Total grant receivable	<u>\$ 1,889,914</u>

NOTE 6 - COMPENSATED ABSENCES

Compensated absences comprise of unused vacation leave, which is accrued as earned. Compensated absences are recognized as a liability of the District. The liability for compensated absences is determined annually. For all governmental funds, amounts expected to be paid out of current financial resources are recorded as fund liabilities; the long-term portion is recorded in the statement of net position. The District does not anticipate paying out any portion of the compensated absences within a year. Therefore, compensated absences are classified as long-term liabilities.

The net change of compensated absences is as follows:

Beginning balance	\$ 43,193
Additions	<u>10,155</u>
Ending balance	<u>\$ 53,348</u>

NOTE 7 - REFUNDABLE ADVANCES

The District has been awarded operational grants and contracts from multiple funding sources to provide comprehensive, integrated services for all aspects of natural resource management. These grants and contracts are considered to be an exchange transaction. Accordingly, revenue is recognized when earned and expenses are recognized as incurred. At June 30, 2018, the balance in the refundable advances for grants and contracts was \$2,451,934.

NOTE 8 - PROPERTY TAX LEVY, COLLECTION AND MAXIMUM RATES

The State of California (the "State") Constitution Article XIII A provides that the combined Maximum property tax rate on any given property may not exceed 1% of its assessed value unless voters have approved an additional amount. Assessed value is calculated at 100% of market value as defined by Article XIII A and may be increased by no more than 2% per year unless the property is sold or transferred. The State Legislature has determined the method of distribution of receipts from a 1% tax levy among counties, cities, school districts and other districts. Counties, cities, school districts and other districts may levy such additional tax as is necessary to provide for voter approved debt service.

San Mateo County Resource Conservation District
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2018

NOTE 8 - PROPERTY TAX LEVY, COLLECTION AND MAXIMUM RATES (concluded)

The County of San Mateo assesses properties, and bills and collects property taxes as follows:

	<u>Secured</u>	<u>Unsecured</u>
Valuation dates	March 1	March 1
Lien/levy dates	July 1	July 1
Due dates	50% on November 1 50% on February 1	Upon receipt of billing
Delinquent as of	December 10 (for November) April 10 (for February)	August 31

The term “unsecured” refers to taxes on property not secured by liens on real property. Property taxes levied are recorded as revenue when received, in the fiscal year of levy, due to the adoption of the “alternative method” of property tax distribution, known as the Teeter Plan, by the District and the County of San Mateo. The Teeter Plan authorizes the auditor/controller of the County of San Mateo to allocate 100% of the secured property taxes billed, but not yet paid. The County of San Mateo remits tax monies to the District in installations as follows:

- 5% remitted in July
- 75% remitted in September; includes advance
- 15% remitted in May
- 5% remitted in June

NOTE 9 - RISK MANAGEMENT

The District manages risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters by participating in the public entity risk pools described below and by retaining certain risks.

Public entity risk pools are formally organized and separate entities established under the Joint Exercise of Powers Act of the State of California. As separate legal entities, those entities exercise full powers and authorities within the scope of the related joint powers agreements including the preparation of annual budgets, accountability for all funds, the power to make and execute contracts and the right to sue and be sued. Each risk pool is governed by a board consisting of representatives from member government entities. Each board controls the operations of the respective risk pool, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on that board. Obligations and liabilities of these risk pools are not the District’s responsibility.

The District maintained insurance coverage for liability up to \$2,500,000, property up to \$1,000,000,000 per occurrence, automobile physical damage up to \$2,500,000 per occurrence, Public Officials and Employees Errors and Omissions up to \$2,500,000 per occurrence and Workers’ Compensation up to \$5,000,000 per occurrence through the Special District Risk Management Authority (a public entity risk pool) and underwritten by various insurance companies.

Financial statements for the risk pool may be obtained from SDRMA, 1112 I Street, Suite 300, Sacramento, CA 95814.

San Mateo County Resource Conservation District
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2018

NOTE 10 - LEASE

The District entered into a non-cancellable operating lease for administrative and program facilities at 80 Stone Pine Rd, Suite 100, Half Moon Bay, California, expiring June 30, 2023. Minimum future payments under this non-cancellable operating lease as of June 30, are as follows:

Lease	Total	Annual Change (%)
2019	\$ 51,257	-
2020	55,054	7.41%
2021	60,749	10.34%
2022	66,444	9.37%
2023	72,139	8.57%
	\$ 305,643	

Rental expense for the year ending June 30, 2018 totaled \$24,071.

NOTE 11 - SUBSEQUENT EVENTS

In preparing the financial statements, the District has evaluated events and transactions for potential recognition or disclosure through September 20, 2019, the date of the financial statements were available to be issued.

San Mateo County Resource Conservation District
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
Budget and Actual
For the Year Ended June 30, 2018
(Unaudited)

	Budgeted Amounts		Actual	Variance
	Original	Final		with Final Budget
Revenues:				
Operating grants and contracts	\$ 3,124,038	\$ 3,124,038	\$ 3,687,155	\$ 563,117
Property taxes	60,000	60,000	73,550	13,550
Government contributions	125,000	125,000	125,000	-
Individual contributions	10,000	10,000	30,427	20,427
Interest	500	500	643	143
Miscellaneous income	10,000	10,000	-	(10,000)
Total revenues	<u>3,329,538</u>	<u>3,329,538</u>	<u>3,916,775</u>	<u>587,237</u>
Expenditures:				
Resource conservation	<u>3,282,577</u>	<u>3,282,577</u>	<u>3,620,644</u>	<u>(338,067)</u>
Total expenditures	<u>3,282,577</u>	<u>3,282,577</u>	<u>3,620,644</u>	<u>(338,067)</u>
Excess of revenues over (under) expenditures	<u>\$ 46,961</u>	<u>\$ 46,961</u>	296,131	<u>\$ 249,170</u>
Fund balance, beginning of period			<u>430,617</u>	
Fund balance, end of period			<u>\$ 726,748</u>	

SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT

BOARD OF DIRECTORS & MANAGEMENT REPORT

**For the Year Ended
JUNE 30, 2018**

TABLE OF CONTENTS

	<u>PAGE</u>
Report on Internal Controls	1
Required Communications	2-3
Management Observations	4-5

R. J. RICCIARDI, INC.
CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors
San Mateo County Resource Conservation District
Half Moon Bay, California

In planning and performing our audit of the basic financial statements of San Mateo County Resource Conservation District for the period year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of San Mateo County Resource Conservation District's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's basic financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the basic financial statements will not be prevented or detected by the entity's internal control.

Our consideration of the internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses, as defined above. We did not identify any deficiencies in internal control that we consider material weaknesses, as defined above.

During our audit, we noted certain matters involving internal controls and other operational matters that are presented for your consideration in this report. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are not intended to be all-inclusive, but rather represent those matters that we considered worthy of your consideration. Our comments and recommendations are submitted as constructive suggestions to assist you in strengthening controls and procedures; they are not intended to reflect on the honesty or integrity of any employee. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist San Mateo County Resource Conservation District in implementing the recommendations.

This report is intended solely for the information and use of the management of San Mateo County Resource Conservation District and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

We thank San Mateo County Resource Conservation District's staff for its cooperation during our audit.

R.J. Ricciardi, Inc.

R.J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California
September 20, 2019

Board of Directors
San Mateo County Resource Conservation District
Half Moon Bay, California

We have audited the basic financial statements of San Mateo County Resource Conservation District for the year ended June 30, 2018. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated February 7, 2019, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of San Mateo County Resource Conservation District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by San Mateo County Resource Conservation District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by San Mateo County Resource Conservation District during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements (Audit Adjustments)

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, of the 6 audit adjustments detected as a result of audit procedures and corrected by management most were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors’ report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 19, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to San Mateo County Resource Conservation District’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as San Mateo County Resource Conservation District’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management’s Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This report is intended solely for the information and use of the Board of Directors and management of the San Mateo County Resource Conservation District and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

San Mateo County Resource Conservation District
BOARD OF DIRECTORS & MANAGEMENT REPORT
For the Year Ended June 30, 2018

Current Year Observations

1) Approval of Bank Reconciliations and Bank Statements

Observation:

During the course of the audit, we noted San Mateo County Resource Conservation District's (the District) review and approval of the bank statements and related reconciliations was not documented.

Recommendation:

We recommend the bank statements and related reconciliations be reviewed by a responsible official and the review be documented by initialing the documents.

2) Electronic Payments

Observation:

During the course of the audit, we noted that the approval for electronic payments is not documented.

Recommendation:

We recommend all electronic payments reported on the bank statements be approved by a check signer.

Prior Year Observations

1) Quarterly Payroll Tax Return Reconciliation

Observation:

During the course of the audit, we noted the District's payroll tax returns were not reconciled to the general ledger on a quarterly basis.

Recommendation:

We recommended the District reconcile the payroll tax returns to the general ledger on a quarterly basis.

Status:

This observation has been implemented.

2) Authorized Signatures on Timesheets

Observation:

During the course of the audit, we noted that the submitted timesheets were not signed by employees or by their supervisors. The District uses spreadsheets to capture time for each employee on a monthly basis.

San Mateo County Resource Conservation District
BOARD OF DIRECTORS & MANAGEMENT REPORT
For the Year Ended June 30, 2018

Recommendation:

We recommended the District require employees to print and sign their timesheets before submission. We also recommend employee timesheets be initialed and approved by their supervisors.

Status:

This observation has been implemented.

Memorandum

Date: December 19, 2019
To: Board of Directors
From: Kellyx Nelson
Re: Recommendation to reduce the wait period for health benefits to take effect for new staff.

RCD staff recommends the Board of Directors approve a change to the San Mateo RCD Personnel Manual policies to reduce the wait period for health benefits to take effect for new staff.

Currently, a newly hired employee is not eligible to receive health and dental insurance benefits until completion of his or her probationary work period. The probationary period is three months starting on the hire date. After this period, the employee can enroll in these benefits programs beginning on the first of the next month. The new policy would allow newly hired employees to enroll in the RCD's health and dental benefits program beginning on the first of the month following the hire date.

Reducing this wait period will decrease the chances that new staff members experience a gap in health or dental coverage while employed by the RCD. Note that the change in this policy will not affect the probationary work period as it applies to other personnel policies.