



**Regular Meeting of the Board of Directors**  
**November 17, 2011**  
**6:30 – 8:30**  
**Location: RCD Office**

<b>1. Call to Order</b>
<b>2. Introduction of Guests and Staff</b>
<b>3. Public Comment-</b> The Board will hear comments on items that are not on the agenda where the Board has jurisdiction. Comments are limited to three minutes per person. The Board cannot take action on an item unless it is an emergency as defined under Government code Sec. 54954.2.
<b>4. Approval of Agenda</b>
<b>5. Consent Agenda</b> 5.1. October 20, 2011 Draft Regular Meeting Minutes 5.2. October 31, 2011 Draft Financial Statement
<b>6. Discussion Items</b> 6.1. <b>Executive Director Update</b> <ul style="list-style-type: none"> <li>• Status of projects</li> </ul> 6.2. <b>Executive Director's request for assistance for end of year mailing</b>
<b>7. Adjourn</b> The next Regular Meeting of the Board of Directors will be December 15, 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  
October 20, 2011  
6:30 pm – 8:30 pm  
Location: RCD Office**

Directors present: Neal Kramer, Roxy Stone, Rich Allen

Staff present: RCD- Kellyx Nelson, Chelsea Moller  
NRCS- Jim Howard

Guests:

**1 Call to Order**

- Allen calls the meeting to order at 6:34 pm

**2 Introduction of Guests and Staff.**

- No guests, no introductions

**3 Public Comment.**

- No public comment

**4 Approval of Agenda**

- Roxy moves to approve, Neal seconds, passes unanimously

**5 Consent Agenda**

5.1 September 22, 2011 Draft Meeting Minutes

5.2 September 2011 Draft Financial Statement

- Nelson requests that item 5.1 be removed from the agenda.
- Kramer motions to approve the amended consent agenda, Stone seconds, passes unanimously.

**6 Discussion Items**

6.1 Moller gives a short presentation showing the different kinds of maps the RCD can now create using GIS software to enhance partnerships and provide the community with technical assistance.

**7 Action Items**

7.1 Nelson provides background information about RCD's partnership with the Bay-Friendly Landscaping and Gardening Coalition to create a sustainable garden tour in coastal San Mateo County. RCD is currently planning the 2012 garden tour which will feature local eco-friendly gardens as well as provide an excellent outreach opportunity for the RCD. For this year's tour we have been searching for local sponsors. For the 2013 tour RCD wants to apply for the Whale Tail grant.

- Kramer motions to approve, Stone seconds, passes unanimously.

8 Adjourn

- Allen adjourns the meeting at 7:17 pm

**San Mateo County Resource Conservation District**  
**Profit & Loss**  
July 1 through November 10, 2011

	<u>Jul 1 - Nov 10, 11</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Contracts/Grants	131,469.16
4030 · Interest Income	133.01
4200 · Property Tax Revenue	3,273.80
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<b>Total Income</b>	134,875.97
<b>Expense</b>	
5000 · Personnel	
5010 · Salary	93,822.68
5030 · Salary Tax Expense	6,231.86
5020 · Salary Service Fees	311.44
5040 · Benefits	3,865.00
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<b>Total 5000 · Personnel</b>	104,230.98
6020 · Bank Fees	38.65
6060 · Computer Service	2,005.00
6070 · Communications	
6075 · Internet	742.13
6080 · Telephone	273.22
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<b>Total 6070 · Communications</b>	1,015.35
6200 · Discretionary	372.53
6300 · Equipment & Furniture	485.92
6400 · Insurance-Liability	125.00
6500 · Membership, Dues & Subscription	1,000.00
6750 · Professional Development	1,060.06
6850 · Rent	4,800.00
6950 · Travel/Accomodations	44.00
7500 · Program Expense	27,116.82
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<b>Total Expense</b>	142,294.31
<b>Net Ordinary Income</b>	<hr/> -7,418.34
<b>Net Income</b>	<hr/> <hr/> <b>-7,418.34</b>

**San Mateo County Resource Conservation District**  
**Balance Sheet**  
As of November 14, 2011

	<u>Nov 14, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Checking RCD 8123985	29,488.28
1004 · Checking Restricted 8121907	44,617.76
1008 · Checking SEP 8129517 (SEP and CalTrans)	4,368.98
1010 · Money Market 8144886	534,953.77
<b>Total Checking/Savings</b>	<u>613,428.79</u>
<b>Accounts Receivable</b>	
1110 · Contracts Receivable	80,198.16
<b>Total Accounts Receivable</b>	<u>80,198.16</u>
<b>Total Current Assets</b>	693,626.95
<b>Other Assets</b>	
1600 · Long-Term Receivables	1,610,213.05
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	1,809.97
<b>Total Other Assets</b>	<u>1,613,323.02</u>
<b>TOTAL ASSETS</b>	<b><u>2,306,949.97</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	27,364.29
<b>Total Accounts Payable</b>	<u>27,364.29</u>
<b>Other Current Liabilities</b>	
2100 · Payroll Taxes Payable	2,583.35
2150 · Compensated absences payable (Sick/Vaca Carryover)	13,110.87
2175 · Credit Line - 1st National	-83.21
2200 · Deferred Revenue	610,133.00
2250 · Potential Revenue	1,610,213.05
<b>Total Other Current Liabilities</b>	<u>2,235,957.06</u>
<b>Total Current Liabilities</b>	<u>2,263,321.35</u>
<b>Total Liabilities</b>	2,263,321.35
<b>Equity</b>	
3900 · Retained Earnings	51,046.96
Net Income	-7,418.34
<b>Total Equity</b>	<u>43,628.62</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,306,949.97</u></b>