

**Minutes of the Regular Meeting of the Board of Directors
January 16, 2014
Location: RCD Office**

Directors present: TJ Glauthier, Barbara Kossy, Dave Holland

Staff present: RCD – Kellyx Nelson, Renee Moldovan, Chelsea Moller

NRCS – Jim Howard

Guests: Ron Sturgeon, Susie Bennett

1 Call to Order

- Glauthier called the meeting to order at 6:40 pm.

2 Introduction of Guests and Staff

- Everyone present was previously acquainted.

3 Public Comment

- Bennett reported that GGNRA will have a public meeting regarding dog walking in San Mateo County on Golden Gate National Recreation Area (GGNRA) lands to give the public an opportunity to provide comment. There will also be an opportunity to talk with Jackie Speier. This will take place on January 30th at Stern Grove in San Francisco from 8:30-10:30 for the panel presentation with Jackie Speier, and from 10:30-1:00 for the GGNRA presentation.
- GGNRA selected to co-host a “Bioblitz” with National Geographic, and are currently recruiting scientists to participate. They will be recruiting volunteers later. The event is March 28-29, and they hope to engage 6,000 people with 200 scientists. It starts in Point Reyes and extends down to Rancho Corral de Tierra.
- Holland announced that he is retiring from his employment on Feb. 21st.

4 Approval of Agenda

- Holland moved to approve the Agenda, including Consent Agenda items. Kossy seconded, and the Agenda was approved unanimously.

5 Consent Agenda

5.1 December 19, 2013 Draft Regular Meeting Minutes

5.2 December 2013 Draft Financial Statement

5.3 Correspondence – Letter to Midpeninsula Regional Open Space District providing comments on the proposed Mitigated Negative Declaration for the Minderoo Use and Management Plan

6 Discussion Items

6.1 Mid-year Budget Review

- Nelson distributed Mid-year Budget Review (ATTACHMENT A)
- There was discussion regarding the number of assumptions that are made when mid-year reviews take place in January, as not all revenue has accrued for December at that point. A benefit of doing the review in January is that there is still time to make changes before the numbers are finalized.
- Nelson highlighted the need for project management software to give more certainty to budget projections that are dependent on work that will be done. Staff is close to making a determination about which software to use.
- Project Revenue
 - Accelerated Conservation Planning – funds were earned in the previous fiscal year (FY).
 - Bonde Weir Fish Passage Project – some of the funds were earned in the previous FY, and some will be earned next year.
 - CalCan – new revenue that was not anticipated in the budget
 - Cloverdale Ponds Enhancement Project – some work anticipated for this FY will be completed next FY. These funds are primarily for the contractor.
 - First Flush – we did not have a staff person to coordinate the program this year, so it did not happen. The program is planned to happen next FY as normal.
 - Fitzgerald Pollution Reduction (FPR) – project did not move forward as expected because of delays we've experienced with the State Water Resources Control Board. Most of the funds are for contractors.
 - Gully Erosion Control – we are revising the scope of this project and will accrue the revenue next FY.
 - Integrated Watershed Restoration Program (IWRP) – amount in the budget was based on an estimate. The contract ended up being for a lower amount.
 - Livestock and Land Program (L&L) – this program experienced similar problems as FPR. We anticipate accruing this revenue next FY.
 - Ombudsman – this is new revenue that was not anticipated in the budget
 - Pilarcitos Integrated Watershed Management Plan (IWMP) - \$10,000 was expected as revenue from an individual donor who forgot he had made the commitment and changed his mind. It will not be received. Stream gage cost \$7,000 less than anticipated, so we billed less for that project task.
 - Rural Roads Program (RR) – contract amount was less than expected, and work will be billed in the next FY.
 - We still anticipate earning all project revenue, but not in this fiscal year. We anticipate a \$360,000 shortfall largely because of delays on construction on FPR, Cloverdale Ponds, and L&L. Most of the work will happen the summer and fall in the next FY.
- Other Revenue

- The RCD received \$6,200 more than expected in donations to date for this FY. Nelson thanked the Board for sending appeals for support this year. She also thanked those who donated to and volunteered with the RCD.
- Personnel Expenses
 - Personnel expenses are largely the same as anticipated because 1) revenue reductions were mainly for contractors, 2) some projects received increased revenue where funds were for staff, and 3) about \$58,000 lower projected revenue for some projects was offset by about the same amount of new revenue for other projects.
- Operating Expenses
 - The mid-year actual amount is about 1/3 of the total anticipated amount. Much of the planned expenditures are scalable, and will be expended to the extent that cash flow allows.
 - Individual donations account for approximately 10% of our anticipated operating expenses. They are very significant as our grant funds increasingly restrict cost allocation.
- Program Expenses
 - This is the area of most uncertainty.
 - For this section, a positive number in the variance column means money not spent. A negative number means money overspent.
 - Bonde Weir Fish Passage – we did not need the contingency on this project. Variance is still uncertain.
 - Cloverdale Ponds – expenses will be accrued next FY.
 - FPR – expenses are less due to project delays, and will accrue next FY.
 - IWRP – this was an error in the FY budget.
 - L&L – expenses are less due to project delays, and will accrue next FY.
 - IWMP – stream gage cost less than anticipated.
 - RR – work flow was not as anticipated.
- Project revenue was about \$360,000 short, and project expenses were about \$350,000 short, roughly cancelling out.
- Total revenue was about \$355,000 short, and total expenses were about \$360,000 short, roughly cancelling out.
- The Cost Allocation Plan that was initiated a few years ago is starting to really help plan and make the RCD more sustainable.
- Only about 16% of the budget is going to operating expenses. About 84% is going towards on the ground work.
- Being so grant dependent and having to track work in 15 minute increments for billing is hard on staff morale, and limits our ability to be flexible and responsive to our customers. It is a very high priority to find some significant contribution to our operating base, such as in Marin County where the County gives \$100,000 to the RCD out of its General Fund.
- Nelson reviewed grants and agreements that have been submitted or are in development.

- Cash flow is ok right now. We have no current debt and we've renewed our line of credit.

6.2 San Mateo County RCD 75th Anniversary Planning

- Nelson has been working with the 75th Anniversary Planning Committee of the Board, Kossy and Reynolds (ATTACHMENT B), and two volunteers that are reviewing archival materials.
- The RCD will be acknowledged at the Mel Mello Farm Day on March 28th.
- There was discussion about a party for our anniversary. Without funding, we would need someone to host it for us. Kossy suggested that we form a separate committee to plan the event.
- Sturgeon suggested a beach dinner event. They have been very successful.
 - **ACTION:** Nelson will put together a list of former directors to see if we can put together a committee to do event planning.
 - **ACTION:** Holland will call Assembly Member Rich Gordon and Senator Jerry Hill to get resolutions for Farm Day.
- Glauthier suggested getting Jackie Speier involved as well.
- Sturgeon suggested that the RCD also include a presentation about what the RCD would like to do if the funding were there – that may encourage funders to provide money.

6.3 Statewide Perspective

- Kossy announced that she expects to be named the Chair of the County Weed Management Area. She plans to speak with Doug Johnson from the California Invasive Plant Council to determine what the status is of reinstating State funding for weed management.

6.4 Executive Director Report – Kellyx Nelson

- Office Beautification
 - The artwork has been hung. The photos are intended to be both inspirational and representational of our work.
 - **ACTION:** Staff will fill out index cards explaining the story of each photo to be attached to the back of the photos.
- Day in the District 2014
 - On January 15, 2014 RCD staff went out for the annual Day in the District. This year we visited the Bonde Weir project and went to the San Mateo County Historical Association museum to see their adjoined exhibits on agriculture in San Mateo County and the natural resources of the county. We sit at that nexus.
- Annual Appeal
 - Nelson distributed the completed annual appeal that had been sent this year and requested that each director send the appeal to at least two of their personal contacts.
- Pillar Point Harbor
 - We still have not finalized the PPH study because our funder asked us to make some small changes to our final report. They have approved it in concept, so once we make those changes that project will be complete.

- Natural Resources Conservation Service (NRCS) and the Drought – Jim Howard
 - NRCS has a catastrophic fire recovery program. It's a portion of the funds that are set aside to respond to specific events.
 - NRCS is trying to figure out how to respond to the drought. All the district conservationists are being asked if they want to include their county in this initiative. We don't know how it will work out yet. We are just positioning ourselves and assessing the situation in our respective counties. Howard thinks it will be mostly water conservation, water storage, and irrigation efficiency. There is a lot of talk nationwide about no till farming which has a big impact on droughts, but farmers around here are generally less open to trying that.

7 Announcement of Closed Session

- The Board will discuss personnel matters

8 Report on Closed Session

- The Board returned from Closed Session at 9:13 pm.

9 Adjourn

- The meeting was adjourned at 9:14 pm.

ATTACHMENT A

**San Mateo County Resource Conservation District
Mid Year Financial Review thru 12/31/2013
DRAFT**



	FY 2014 Budget	Mid-Year Actual	Projected Total	Variance	Notes
REVENUE					
<u>Project Revenue</u>					
Accelerated Conservation Planning	\$ 32,505	\$ 23,519	\$ 23,519	\$ (8,986)	
Biochar Field Trials	\$ 31,020	\$ 12,175	\$ 31,020	\$ -	
Bonde Weir Fish Passage Project	\$ 257,745	\$ 238,596	\$ 238,596	\$ (19,149)	
CalCan	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	
Cloverdale Ponds Enhancement Project	\$ 224,775	\$ 206,694	\$ 207,694	\$ (17,081)	
Coastal Fish Passage Inventory and Data	\$ 10,000	\$ -	\$ 10,000	\$ -	
First Flush	\$ 4,984	\$ -	\$ -	\$ (4,984)	
Fitzgerald Pollution Reduction	\$ 375,330	\$ 22,291	\$ 85,000	\$ (290,330)	
Gully Erosion Control	\$ 18,420	\$ 5,060	\$ 12,000	\$ (6,420)	
Integrated Watershed Restoration Program	\$ 46,000	\$ 7,223	\$ 34,787	\$ (11,213)	
Johnston Ranch Pond Enhancement	\$ 1,723	\$ -	\$ 1,723	\$ -	
Livestock and Land Program	\$ 93,425	\$ 65,062	\$ 85,000	\$ (8,425)	
Memorial Park Fish Passage Project	\$ 2,923	\$ -	\$ 2,923	\$ -	
Ombudsman		\$ 14,203	\$ 40,000	\$ 40,000	
Pescadero Integrated Flood Reduction Habitat Enh	\$ 136,116	\$ 31,390	\$ 136,116	\$ -	
Pescadero Streamflow Improvement Project	\$ 11,706	\$ -	\$ 11,706	\$ -	
Pilarcitos Integrated Watershed Management Plan	\$ 30,815	\$ 6,225	\$ 6,225	\$ (24,590)	
Rural Roads Program	\$ 61,040	\$ 10,815	\$ 50,000	\$ (11,040)	
San Gregorio Watershed Enhancement	\$ 111,948	\$ 52,651	\$ 111,948	\$ -	
SFPUC Vegetation Monitoring	\$ 18,595	\$ 9,501	\$ 18,595	\$ -	
Subtotal Project Revenue	\$ 1,469,070	\$ 706,905	\$ 1,108,352	\$ (360,718)	

ATTACHMENT A

Other Revenue

Individual Contributions	\$ 1,500	\$ 200	\$ 7,100	\$ 5,600
Interest Income	\$ 500	\$ 285	\$ 500	\$ -
Property Tax	\$ 56,000	\$ 50,442	\$ 56,000	\$ -
Service Fees(GGNRA)	\$ 9,586	\$ 5,186	\$ 9,586	\$ -
Subtotal Other Revenue	\$ 67,586	\$ 56,113	\$ 73,186	\$ 5,600
Total Revenue	\$ 1,536,656	\$ 763,018	\$ 1,181,538	\$ (355,118)

EXPENSES

Personnel

Salaries	\$ 299,804	\$ 147,464	\$ 299,804	\$ -
Benefits	\$ 43,928	\$ 4,990	\$ 40,000	\$ 3,928
Subtotal Personnel	\$ 343,732	\$ 152,454	\$ 339,804	\$ 3,928

Operating Expenses

Accounting	\$ 6,500	\$ -	\$ 6,500	\$ -
Bank Fees	\$ 1,000	\$ 142	\$ 500	\$ 500
Computer Services	\$ 10,000	\$ 6,986	\$ 6,986	\$ 3,014
Communications	\$ 13,350	\$ 1,316	\$ 13,350	\$ -
Consultant Services	\$ 4,000	\$ 1,712	\$ 4,000	\$ -
Discretionary	\$ 3,000	\$ 1,092	\$ 3,000	\$ -
Equipment	\$ 2,500	\$ -	\$ 2,500	\$ -
Insurance - Liability	\$ 2,500	\$ 1,373	\$ 2,500	\$ -
Legal	\$ 2,500	\$ -	\$ 1,000	\$ 1,500
Membership, Dues and Subscriptions	\$ 3,500	\$ 186	\$ 3,500	\$ -
Mileage	\$ 1,000	\$ 608	\$ 1,000	\$ -
Postage and Delivery	\$ 500	\$ -	\$ 500	\$ -
Printing and Copying	\$ 1,000	\$ -	\$ 1,000	\$ -
Professional Development	\$ 4,000	\$ 2,995	\$ 4,000	\$ -
Rent	\$ 18,000	\$ 8,400	\$ 18,000	\$ -
Supplies	\$ 500	\$ 221	\$ 500	\$ -
Travel and Accommodations	\$ 2,500	\$ 930	\$ 1,500	\$ 1,000
Subtotal Operating Expenses	\$ 76,350	\$ 25,961	\$ 70,336	\$ 6,014

ATTACHMENT A

Program Expenses

Accelerated Conservation Planning	\$ 13,340	\$ 11,822	\$ 11,822	\$ 1,518
Biochar Field Trials	\$ 12,660	\$ 6,750	\$ 12,660	-
Bonde Weir Fish Passage Project	\$ 236,577	\$ 183,427	\$ 183,427	\$ 53,150
Cloverdale Ponds Enhancement Project	\$ 217,395	\$ 199,117	\$ 199,117	\$ 18,278
Coastal Fish Passage	\$ 7,425	\$ -	\$ 7,425	-
First Flush	\$ 1,654	\$ -	\$ -	\$ 1,654
Fitzgerald Pollution Reduction	\$ 237,900	\$ 1,759	\$ 1,759	\$ 236,141
Gully Erosion Control	\$ -	\$ -	\$ -	-
Integrated Watershed Restoration Program	\$ 38,000	\$ 5,566	\$ 38,000	-
Johnston Ranch Pond Enhancement	\$ 1,723	\$ -	\$ 1,723	-
Livestock and Land Program	\$ 83,100	\$ 69,307	\$ 69,307	\$ 13,793
Memorial Park Fish Passage Project	\$ 2,923	\$ -	\$ 2,923	-
Pescadero Integrated Flood Reduction Habitat Enh	\$ 126,186	\$ 36,567	\$ 126,186	-
Pescadero Streamflow Improvement Project	\$ 11,706	\$ 418	\$ 11,706	-
Pilarcitos Integrated Watershed Management Plan	\$ 13,550	\$ 6,225	\$ 6,225	\$ 7,325
Rural Roads Program	\$ 40,000	\$ 50	\$ 20,000	\$ 20,000
San Gregorio Watershed Enhancement	\$ 66,469	\$ 10,643	\$ 66,469	-
SFPUC Vegetation Monitoring	\$ 1,970	\$ 131	\$ 1,970	-
Water Quality Monitoring	\$ 2,076	\$ 990	\$ 2,076	-
Subtotal Program Expenses	\$ 1,114,654	\$ 532,772	\$ 762,795	\$ 351,859
			\$ -	
Total Expenses	\$ 1,534,736	\$ 711,187	\$ 1,172,935	\$ 361,801
			\$ -	
NET	\$ 1,920	\$ 51,831	\$ 8,603	\$ 6,683

ATTACHMENT B

75th Anniversary Plan January 7, 2014

Participants: Kellyx Nelson, Barbara Kossy, Jim Reynolds

1. Objectives for 75th Anniversary

- Loose vision statement: honoring our past and looking to our future
- Objectives:
 - Celebrate and recognize accomplishments of San Mateo RCD
 - Launch next 75 years
 - Increase visibility of San Mateo RCD
 - Increase visibility of RCDs statewide
 - Enhance statewide efforts for strategic positioning of RCDs
 - Investigate and better understand our history, tell our story
 - Leverage the anniversary to make RCD more financially secure, sustainable

2. Audiences

- Landowners, land managers, and resource managers in the District and in the County
- Existing and potential customers
- Ag Community
- Environmental community
- Resource agencies
- Partners
- Funders
- Elected officials

3. Investigations into our history

- Public history professor at Stanford
- Grad student
- Oral histories with old-timers
- Dynamic timeline
- Keith Mangold or other combing through old minutes
- Scanning all minutes and making them available on the web
- Scanning originating documents and making them available on the web, at events
- CARCD or DOC support with state-level history (State historian?)
- Opportunities with local history groups?

4. Strategies

- Tagging on to existing events, highlighting anniversary
 - Farm Bureau annual dinner- Kx
 - Mel Mello Farm Day- BK and Kx
 - UCCE 100 years- Karen Buhr
 - Crop Report theme: Looking Back- Kx
 - County Fair- BK
 - Fresh as it Gets Events- JR
 - Farmers Markets- Kx
 - Local history groups events?
- Sustainable San Mateo County award?
- Resolutions honoring RCD
 - County Board of Supervisors

ATTACHMENT B

- State Assembly
 - State Senate
- Oral histories/ interviews with old-timers
- Dynamic timeline
- Party/ event??? If someone wants to host.
- Media
 - Media plan- BK
 - FB newsletter-Kx
 - La Peninsula
 - 75th Anniversary Bulletin/ Report/ Review document published by RCD
- Lecture(s) on history of ag/ conservation on the coast
- 5. Design and visuals**
 - Banner for letterhead, web site, etc.
 - Logo and slogan for 75th
 - Switky or other designer? Pro bono?
 - Enlarged originating documents farmed, on easel, etc.
- 6. Timeline, resources, next steps**
 - Timeline
 - January
 - Work with Gordon and Hill on resolutions for Farm Day
 - February
 - Work with Gordon and Hill on resolutions for Farm Day
 - March
 - Mel Mello Farm Day March 28th
 - April
 - May
 - June
 - County Fair
 - July
 - August
 - September
 - October
 - Actual RCD anniversary
 - Supervisor Horsley resolution
 - November
 - December
 - Resources
 - Next steps
 - Ask Karen Buhr with CARCD to partner with UCCE
 - Brainstorm list of people with information about RCD history (Frah, Sciaroni, Raabe?, etc.)