SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT

helping people protect, conserve and restore natural resources since 1939

AGENDA

Thursday, March 15, 2007 MEETING OF THE BOARD OF DIRECTORS OPEN SESSION 7:00 P.M. LOCATION: FARM BUREAU 765 Main Street, Half Moon Bay, CA 94019

Please contact the RCD if you require any additional or special arrangements in order to attend this meeting.

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7:10 P.M.	Oral Comment: Public Comment and Board & Staff Comment
7:15 P.M.	Adoption of Consent Agenda
Items on	the consent agenda are approved by one motion unless a request is made during Oral Comments
	er an item to the Regular Agenda
_	Draft Minutes of February 21, 2007
	Regular Agenda
7:20 P.M.	Presentation: Blue Water Task Force by Surfrider San Mateo County Chapter
7:35 P.M.	Discussion and Decision: Bear Gulch Upslope Erosion Control Project
7:50 P.M.	Discussion: Environmental Education
8:00 P.M	Fiscal Officer Report
8:05 P.M.	Executive Director Report
8:15 P.M.	NRCS Report
8:25 P.M.	Decesion:Next Board Retreat Date
8:30 P.M.	Adjourn
	-

Introduction of Attendees
Call to Order and Open Session

7:00 P.M.

7:05 P.M.

THIS AGENDA IS SUBJECT TO REVISION AND MAY BE AMENDED PRIOR TO THE SCHEDULED MEETING. IF AMENDED, A FINAL AGENDA WILL BE POSTED 72 HOURS PRIOR TO THE MEETING AT THE SMC RCD OFFICE, COPIES OF THE FINAL AGENDA WILL BE AVAILABLE AT THE MEETING. A COPY OF MATERALS DISTRIBUTED FOR THE BAORD MEETING ARE AVAILABLE FOR REVIEW DURING NORMAL BUSINESS HOURS AT THE SMC RCD OFFICE.

SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT VOLUNTARY SIGN IN SHEET

DATE OF MEETING: 3-15-07 **NAME EMAIL** 1. RICH ALLEN PICH @ MOSS BEACHRANCH. COM 2. Ann Akey aakey 19 son was 3. Cameron Williams Cameron shilliams Dymail com 4. Alberto Unieta Vatozlocos 16@ hotmail. com 5. [Glauthier ToGlauthiere ad-com 6. Michael R Schuppenhauer michaelrs@yahoo.com 8. CAROLANU TOWE CTOWE @ COM CAST. NET 9. Vian REGNOZIES 10. Kellyx Notson pmes. howard@ca.usda.gov **12.** Name 16. 17.

SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING

Minutes March 15, 2007

Those in attendance: Rich Allen, TJ Glauthier, Jim Reynolds, Roxy Stone, Carolann Towe, Ann Ackey, Alberto Urieta, Cameron Williams, Mike Shuppenhauer, Jim Howard, Kellyx Nelson, and Renee Moldovan

Absent: Jack Olsen

Introduction of Attendees

Meeting called to order @ 7:10

Oral Comment

No oral comment

Consent Agenda

- Ron Sturgeon noted that the date on the minutes was incorrect and should be the 21st not 22nd.
- Revise wording for elimination of check detail, to recommendation by TJ that this
 is no longer needed in Board packet but will be available to public.
- Fix "Discuss/approve" on top of page.
- Jim Reynolds moved to adopt minutes as amended. TJ seconded, minutes adopted.

Discussion: Environmental Education

- Ann Ackey gave the board an update of the work the students are doing for the Envirothon. Kellyx asked what the RCD can do. Ann said she is looking for a chaperone to accompany the students to the Envirothon in San Bernadino on April 25-27. Kellyx suggested possibly a staff member from the So. California NRCS staff.
- Jim Howard will help with some training. Kellyx asked if they need further technical training. They said they use further help with wildlife, aquatics, soils, and forestry. Kelli Camara was mentioned as far as helping with soils. Kellyx recommended other resources for training and asked Ms. Ackey to follow up with her.
- The suggestion was made that the RCD connect with the students at an earlier time during the year so that we could identify someone to help sooner.

Discussion: Bear Gulch Upslope Erosion Control Project

- Steve Nichols has withdrawn his alternative proposal and is no longer the project liaison.
- Kellyx reminded the Board that Steve Nichols has mentioned lawsuits about this project and we must be very careful. We do not want to pursue a project the landowners do not desire. Our job is to bring technical resources and cost-share to landowners for projects they want.
- Kellyx gave an over view of the project and then the current update: BGRA had hoped to get much more rock for their roads but that is not what DFG will fund. PWA plans address how the road drains rather than adding a large amount of rock. Due to BGRA concerns about the PWA plans, the project has been seriously delayed. Therefore, the RCD now has three alternatives: (1) withdraw from project, (2) scale back project and not work where Steve Nichols is impacted if he does not want the work done there, or (3) do whole project as planned as long as all the landowners sign the consent statement reviewed by county counsel.
- At this late date we are not sure we can even get permitting such as county permits, (coastal, grading, review by Fire Dept.) accomplished. There may be concerns that come up during the permit review process, e.g. by the Fire Department, that would have come up much earlier if we could have submitted permits and it may be too late to address them now.
- Other uncertainties include Threatened and Endangered (T&E) species biological monitoring and the willingness of PWA to continue on the project for construction oversight.
- Construction would be from mid-Sept. to mid Oct.
- There still remains some risk if we can't get permits approved, or Steve Nichols petitions permits or threatens a lawsuit. Any of these would likely delay the project beyond its ability to get done.
- Ron S. feels this is the most important project the RCD currently has.

Presentation: Blue Water Task Force by Surfrider San Mateo County Chapter

- Carolann Towe gave a presentation about the Blue Water Task Force and its historical ties to San Vicente watershed.
- She discussed why we were always seeing the warning signs at Fitzgerald Marine Reserve and what has been accomplished since 1999 to get those signs down and the reserve clean.
- The county continually tested the creek but no one had responsibility to clean it up, SR approached the county which led to the partnership of environmental non-profit, landowners, and government agencies to remediate.
- Testing began to determine the sources of contamination.

 The initial contamination detected was upstream of the equestrian facilities.

 Contamination was occurring as a result of animal pens, washing machine plumbing, septic tank, illegal dwelling w/no bathroom facilities, and also an illegal encampment with no facilities all going into the creek.
- Testing then continued in the middle watershed, working with equestrian facilities to reduce fecal contamination using BMP's including a manure

- composting program, moving paddocks off of the creek and draining runoff through buffer zones of grass and native vegetation
- Testing in the lower watershed has just begun, however, this is the suburban area of Moss Beach and influences are more likely of the human factor.

Fiscal Officer Report

- Renee gave an update on the fiscal report highlighting the changes since the last board meeting.
- She noted the variance in income and salaries, mostly due to the fact that the Prop 50 grant has not yet been executed.

Executive Director Report

Critical Coastal Area

- There has been some concern because this project was initiated by a regulatory agency, Coastal Conservancy.
- RCD initiated discussions about a statement of intent that addresses how the group will balance the regulatory diligence with voluntary participation.

San Mateo County Weed Management Area

Kellyx was elected to steering committee.

Frenchman's Creek

- DFG made a mistake and thought that the snake was included in programmatic permits, but it wasn't.
- We have a separate BO being issued.
- Creek is the dividing line between unincorporated and HMB. Therefore we had to get duplicate permits of everything. Jim Robins from Coastal Conservancy has been helping us pro bono with the permitting and cost assessment.

Apanolio

- Building permit is \$9000 and is not in the budget.
- A possible option to the \$9000 City of San Mateo Wastewater Treatment Plant was fined \$9000 and might be able to pay for a Supplemental Environmental Project to fund this project instead of a fine.

Placitas IWMP

- County council reviewed Mouse and they are ok.
- We will now have Pilarcitos IWMP as an item under public comment on each Board agenda.

Prop 50

- We are working to contract with Carolann Towe to assist Jim on EQIP contracts pertaining to water quality.
- Committee met to develop criteria to select projects to receive funding under this grant. Contract is being extended to 2009.

• We are hoping to partner with Farm Bureau, so that Tim Frahm can continue his current role with cover crops and irrigation efficiency for improved water quality from farms.

Blue Circle

- We need auction items. This is the first time we are paying for a venue and need to recover our costs.
- Topic "Neighbors: Public and Private Lands."

Upcoming Meetings

- Watershed Day in the Capitol March 20 and 21
 - Kellyx will be in Sacramento meeting Senator Yee and Assemblyman Mullen. She invited any Board members to accompany her.
- March 21 Farm Bill 2007 forum at UC Berkeley
 - o Ron Sturgeon said the meeting is a waste of time.
- Mel Mello Farmer of the Year luncheon March 23rd
- April 5/6 Agriculture at the Metropolitan Edge
- Next Board Meeting April 19th
 - o Kellyx and Renee will be starting the budget process.
- May 16, RCD day at the Capital.
 - o Kellyx will make appointments to talk to our representatives.
 - o Kellyx would like board members to accompany her if possible.
- RCD Anniversary
 - Next year we will have our 70th year anniversary. We are the oldest RCD in the state. Kellyx would like us to begin to think of how we want to celebrate.

NRCS

- Jim passed out the NRCS business plan, and performance measures for 2007.
 - Ron Sturgeon said the document is worthless.
- Jim gave an update on work at Hal Feeney's ranch. Jim said that the gully repair work looks great. Jim said it has his full approval.

Board Retreat

April 14, at TJ Glauthier's house.

Adjourn

Meeting adjourned at 9:10 p.m.

6:28 PM 03/15/07 Accrual Basis

San Mateo County Resource Conservation District Profit & Loss

July 2006 through February 2007

	Jul '06 - Feb 07
Ordinary Income/Expense	
Income 4000 · Fines and Mitigation Funds 4010 · Grants/Contracts	7,168.00
4012 - State Awarded	49,478.21
4014 · Fed Awarded	9,000.00
4010 · Grants/Contracts - Other	30,000.00
Total 4010 · Grants/Contracts	88,478.21
4020 · Individual Contributions 4300 · Property Tax Revenue 4900 · Misc. Income	914.76 29,679.01
4030 · Interest Income 4900 · Misc. Income - Other	305.55 1,520.00
Total 4900 - Misc. Income	1,825.55
Total Income	128,065.53
Expense 5000 · Accounting Services 5010 · Benefits	54.00
5011 · Health & Dental 5013 · Workers' Comp	3,649.37 647.00
Total 5010 · Benefits	4,296.37
5007 · Blue Circle	372.52
5020 - Computer Service	80.00
5030 · Consultant	1,605,00
5070 · Salary and Wages 5050 · Payroll Service Fees	507.30
5060 · Payroll Tax Expense	5,365.40
5070 · Salary and Wages - Other	78,951.75
Total 5070 · Salary and Wages	84,824.45
6005 · Communications	
6007 · Internet	501.99
6009 · Telephone	445.09
Total 6005 · Communications	947.08
6022 · Discretionary 5005 · Bank Fees	119.42
6035 - Interest - Line of Credit	267,39
6022 · Discretionary - Other	126.99
Total 6022 · Discretionary	513.80
6025 · Equipment & Furniture	1,555.22
6030 · Insurance 6032 · Liability	1,416.56
Total 6030 · Insurance	1,416.56
6045 · Legal Services	200.00
6055 · Membership, Dues & Subscrip	533.00
6065 · Permitting	3,525.00
6070 · Postage and Delivery 6077 · Professional Development	4.95 80.00
6100 · Rent	5,600.00
6110 · Supplies	4.31
6180 · Travel	132.29
Total Expense	105,744.55
Net Ordinary Income	22,320.98
Net Income	22,320.98

6:31 PM 03/15/07 Accrual Basis

San Mateo County Resource Conservation District Balance Sheet

As of February 28, 2007

	Feb 28, 07
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking RCD8123985	17,851.61
1004 · Checking FC8121907 1008 · Checking CT8129517 (CalTrans)	4,464.35 144,591.87
Total Checking/Savings	166,907.83
	100,007.00
Accounts Receivable 1110 · Contracts Receivable	15,359.40
Total Accounts Receivable	15,359.40
Total Current Assets	182,267.23
Other Assets	
1620 · Prepaid Expenses (Liability Insura	708.22
1600 · Long-Term Receivables	422,689.72
1610 · Security Deposits	1,300.00
Total Other Assets	424,697.94
TOTAL ASSETS	606,965.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.004.75
2000 · Accounts Payable	2,261.75
Total Accounts Payable	2,261.75
Other Current Liabilities	
2100 · Payroll Taxes Payable	2,680.82
2200 · Defered Revenue	574,286.72
Total Other Current Liabilities	576,967.54
Total Current Liabilities	579,229.29
Total Liabilities	579,229.29
Equity	
3900 · Retained Earnings	5,414.90
Net Income	22,320.98
Total Equity	27,735.88
TOTAL LIABILITIES & EQUITY	606,965.17

San Mateo County Resource Conservation District

Summary Memorandum

Date:

March 15, 2007

To:

Board of Directors

From:

Renee Moldovan

Re:

Financial Update

Cash Flow

The cash flow reflects the addition of the following:

- Prop 50
 - o Administration Overhead Only
- PCIWMP
 - o Monthly reimbursement beginning in March
 - The addition of the above grant monies puts us in a better position for June. However due to grant complications that could change at any time.
- End of FY Year Totals
- The 2007/08 FY Cash Flow will be available at the April board meeting.
- Note: Colors are for internal use only

Budget Summary

- Revenue
 - o End of FY projection reflected
 - Still showing a large variance between budgeted and actual for Grants/Contracts and Fines and Mitigations
 - This is due to construction happening at the end of calendar year as opposed to FY
 - Also we did not hire a specialist for Prop 50 since grant extension was seriously delayed.
- Personnel
 - o End of FY projection reflected
 - o Large variance in Grants/Contracts and Fines and Mitigation is due to:
 - Not hiring employee through Prop 50
 - Not meeting fringe requirements of Executive Director's contract
- Operating Expenses
 - At this time operating expenses will remain a cumulative total since these accounts have not been integrated between the QuickBooks accounts and the newer budget format
- Program Expenses
 - Will show an end of FY projection in April. Due to construction and contract issues these require further discussion with the Executive Director.

Profit & Loss

Balance Sheet

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Budget Summary

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