



Meeting of the Board of Directors
April 16, 2009
Location: RCD Office
6:30 pm- 8:30 pm

1. Call to Order
2. Introduction of Guests and Staff
3. Public Comment- The Board will hear comments on items that are not on the agenda where the Board has jurisdiction. Comments are limited to three minutes per person. The Board cannot take action on an item unless it is an emergency as defined under Government code Sec. 54954.2.
4. Approval of Agenda
5. Consent Agenda 5.1. March, 2009 Draft Financial Statements 5.2. Draft Minutes from March 19, 2009 Meeting of Board of Directors 5.3. Draft Minutes from December 18, 2008 Meeting of Board of Directors
6. Discussion Items 6.1. Draft audit for FY 05-06 and FY 06-07. 6.2. Next steps for upcoming audits. 6.3. FY 09-10 budget development timeline. 6.4. Current fiscal situation and recent efforts to restore funding. 6.5. Future plans for Watershed Discovery Workshop. 6.6. Executive Director report on selected current projects 6.6.1. Pilarcitos Integrated Watershed Management Plan 6.6.1.1. Lagoon Habitat Enhancement Opportunity Study 6.6.1.2. Road Assessment Project 6.6.1.3. Programmatic Permit for Management of Eucalyptus 6.6.2. Community Wildfire Protection Plan 6.6.3. Coral Reef Fuels Management Demonstration Project 6.6.4. Range Camp 6.6.5. Pescadero Total Maximum Daily Load Outreach
7. Adjourn

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.

SAN MATEO COUNTY RESOURCE
CONSERVATION DISTRICT
VOLUNTARY SIGN IN SHEET

DATE OF MEETING: 4/16/09

	<u>NAME</u>	<u>EMAIL</u>
1.	JH Reynolds	
2.	TJ Glatwiler	
3.	RICH ALLEN	
4.	Kellyx Nelson	
5.	CAEOLANIN TOVA	
6.	Near Kramer	
7.	Jim Howard	
8.	Tim was here (Ka)	
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

MINUTES
April 16, 2009
Regular Meeting of the Board of Directors

1. CALL TO ORDER

- Rich Allen called the meeting to order at 6:30 pm. A quorum was declared present.

2. INTRODUCTION OF GUESTS AND STAFF

- Directors: Rich Allen, TJ Glauthier, Jim Reynolds, Roxy Stone, Neal Kramer
- Staff: RCD – Kellyx Nelson, Carolann Towe, Ellen Gartside; NCRS: Jim Howard
- Guests: Tim Grahm-Farm Bureau; Ron Sturgeon

3. PUBLIC COMMENTS

- Tim Frahm provided update on statewide watershed resource committee. There is an outreach statewide to tease out components and it is being handled through a nonregulatory, central valley approach. A statewide program RFP is going out for watershed coordinators. Legislation is not very specific about details of program. Primarily involves program coordination, education, science, and assistance with data management. Attempting to get agencies to consider through a community based approach. First committee meeting to take place on following Monday. Watershed coordination position is funded through Prop 84 and there may be delays. There has been a concerted effort to get out of Cal Fed service areas and it is now well-positioned. This would release Kellyx for more fund raising, etc. It is important to coordinate with County to eliminate overlap. Marin RCD advises this similar action made them sustainable and allowed more billable hours.
- Kellyx stated need for assistance with minute taking and fund raising, and further discussion regarding support by directors...will be placed on next agenda.

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

- TJ Glauthier approved Minutes of March 19th with move for correction of one typographical error.
- Roxy Stone seconded the move.

6. DISCUSSION ITEMS

- 6.1. Draft Audit for FY05-06 and FY 06-07.

Audits have been biannual. Kellyx elaborated on extensive comments to auditors and want public and directors to review for any glaring omissions before auditors provide final audit. Part of audit covered period prior to Kellyx being hired. Discussion ensued and TJ Glauthier recommended one member of board review audit in detail and make recommendations to Board that we accept, or make a provisional vote subject to TJ Glauthier reading in detail and providing approval within next five days with any concerns to be reviewed at following Board meeting. Ron Sturgeon raised numerous objections and TJ Glauthier will review with Ron Sturgeon. Tim Frahm asked whether auditors offered to speak to Board and Renee advised they are basically out of contract, and Ron Sturgeon questioned responsibility of auditors. TJ Glauthier elaborated on diligent financial restructuring over the past two years to current smooth running system which allows predictability. TJ Glauthier further explained how to read the financial reports in response to questions by Ron Sturgeon.

It was agreed that approval of the audit will be carried over to the next Board meeting agenda.

6.2 Next Steps for Upcoming Audits.

two year audit, and consider 1 yr audit. Reality check will need to go bid, greater expense. Has been biannual within last six years. (TJ) reality suggests another two yrs with long term plan to get on annual basis. (Tim) request two bids @ finding someone is the hard part. (TJ) need two year one just to get caught up. Tim to find out amount paid by Mosquito Abatement. Different but similar..complicated. (Renee) auditors have been completely paid off. (TJ) does audit need to be done by county firm or CPA...yes CPA. Retired on coast willing to do? K: would be great. Current environ and/or public service might work...certified ok. Query SBA program retiree advisors, wonder if we would qualify...SBA won't consider because we are not a business. Ag water quality grant won't fly toencumbrances of gov with resources of gov. R: one interested accountant group in Stockton

6.3 FY 09-10 Budget Development Timeline.

Discussion ensued as to what this "would look like". This is problematic due to current financial situation and whether there will be money for staff, et.al. Discussed financial options, line of credit, money owed by State, requesting postponement of rent on office space, and looking at various ways to minimize cash outflow. Tax revenues will be received with the next 10-15 days.

(Ron) why two month timeframe, instead one month (TJ) use as long as we can before saying K not here at all for Board meeting. ...earlier bond sales went better than expected. No reason to expect any sooner than two months. We're just bond funded...no money from tax (small effect v. Coastal Conservancy). (Renee) if not paid by State, want to make sure we pay the people that we owe/ bank and will make sure that we stay ahead of deadlines. (Rich) no more big property tax payments until August. (Tim) Hope decisions about staff individual decisions for career change will not feel suppressed. (K)

Both have received job offers. (TJ) commendations, letters of recommendation, understand decisions, keep hoping resolved quickly and back on track.

6.4 Current Fiscal Situation and Recent Efforts to Restore Funding.

- State Water Resources Control Board (SWRCB) listed projects and requested exemptions (couple RCD listed) RCD submitted forms and EPA denied requests...no on Pilar Point Harbor. Ag Water Quality Grant can move forward, but it is now too late to do monitoring...can't use awarded funds. Spoke to Sacto regarding Ag Water Quality, and use of money for another year of cover crops as a slight deviation of scope. Trade off is with "certainty for little funding" or change scope to "uncertainty"...whether able to deviate in time to get funding. RCD could do cover crops next winter, and the workshop next summer. Summer would be the same either way. Kellyx and Tim Frahm to discuss possibilities and ramifications further.

(K) other rev promise, they are pushing thru invoice \$170K PPH project, disputed invoice which prior mgr had always allowed, food/drinks no longer allowable (few hundred \$\$) OK will bite for \$170K. Want documentation never traditionally had from UC Davis, where supplies from, receipts,...need ASAP and requires other people to get information who are not available right now. That's a biggee...

- Livestock and land program (subcontractor) might be getting stimulus and may go through
- Lagoon Habitat, couple hrs here and there, almost nothing that would allow for overhead...volunteers takes time to investigate their help and pursue it...time we don't have. Still working 3-4 days per week, and being paid for 2 days right now. Current situation. Number of grant opps are not acceptable to us, or we are eligible. Feels very positive and we have some significant funds and just matter of time before funds come in...bond based....going to happen...can't not happen.

6.5 Future Plans for Watershed Discovery Workshop.

- Future Watershed Discovery workshop: Carolanne Towe discussed merits of creditability by alignment with Monterey Bay Sanctuary Foundation, providing ability to get support for raising funds within the non-profit sector. RCD now has the opportunity to keep the program going forward and developing other projects and programs for kids not limited to the current workshop circumstances. Kellyx discussed history and evolution of workshop.
- May be future opportunities for partnering with RCD. Whale Tale program hours are through the RCD with CarolAnne

- Discussed payment of hours for involvement with Workshop, etc.

6.6 Current Executive Director Report on Selected Current Projects.

6.6.1 Pilarcitos Integrated Watershed Management Plan: Implementation funding by SFPUC is on their agenda to approve this week. Some money will be coming soon and there will be a workgroup meeting in May to update status. RCD is moving forward with three of the projects identified in that plan

6.6.1.1. is on track 6.6.1.2. has been using Caltrans funds to do road assessment work and is nearly complete (little more along Mills Creek). RFP is to be released soon and the project ready to go Discussion ensued regarding priorities and stretching the funding.

6.6.1.3. Plan identifies need for policy solutions for Eucalyptus removal through Weed Mgmt area with County applied for money. Found contractor to assist and want to start dialogue this year. Hoping to use seed money to get money elsewhere for further development

6.6.3 Coral Reef partnership (funds from State) subcontractor of Santa Cruz RCD to reduce fuel loads. Got allowable increase from 4 to 6 inches. Listed partners. Should be happening within next couple months. Discussed limited available funds and a “blog” as an affordable way to reach constituents. Similar to watershed plans (no jurisdictional boundaries), there is a similar response behavior. Calfire has identified areas they consider to be high risk areas, CWPP works with stakeholders to identify and prioritize projects to reduce likelihood of catastrophe fire and likelihood of responders to respond. Public process of vetting these projects positions them for funding and puts them on the radar. Kellyx attended workshop. Lot of road work, might require different standards if they’re doing them RCD.

6.6.4 Range camp: NRCS is actively seeking two kids Pescadero/Spanish speaking...trying to find full scholarships. Got them to consider watershed as a whole and we will host a partial day of instruction. Also bringing in others for a full watershed experience.

6.6.5 Pescadero TMDL outreach: There will be a set of regulations coming to Pescadero, and they are ramping up for the 1st workshop to provide community knowledge. Kellyx has spent a lot of time previously explaining TMDL

7. ADJOURNMENT

- The regular meeting of the Board of Directors was adjourned at 8:45 pm

Financial Assessment for March 19, 2009 Board Meeting

1. Cash Flow

Cash Available

- \$8,325.99 currently available
- Little to no income until April when we receive approximately \$14,000 property taxes.
- \$159,365 is due to the RCD in frozen funds of which \$45,250 is unrestricted.
- \$35,000 – this is available to the RCD through our credit line.
- We have borrowed against cash paid to us in advance, however, we have not used any restricted funds.
- We have one invoice pending from last quarter that we have not yet billed for, this is for PPH, however, it will also be frozen.

Expenses

- Below are the expenses to be incurred for March
 - Two days per week for Kellyx and Renee
 - Approximately 18.5 hours for Ellen including continuing work on PPH

Due	Cost Center	Priority	\$
1-Apr	March P/R	High	\$ 5108.00
4-Apr	March P/R	High	\$ 1000.00
	taxes		
6-Apr	Medical	High	\$. 930.00
	Insurance(Apr)		
1-Apr	Rent	Medium	\$ 900.00
6-Apr	Credit Card	Medium	\$ 350.00
Total/Month			\$ 8288.00

2. Cash Analysis

- We can keep the RCD doors open thru April with the above schedule.
- We can borrow up to \$14,000 from the line of credit knowing we will receive it back in April.
- We are applying for the EDD work share program to give the employees more weekly cash while they still work for the RCD.

3. Grant Applications

- We are still applying and sending in grant applications.

San Mateo County Resource Conservation District
Profit & Loss
 July 2008 through March 2009

	<u>Jul '08 - Mar 09</u>
Ordinary Income/Expense	
Income	
4010 · Contracts/Grants	369,211.87
4015 · Fines and Mitigation Funds	36,506.00
4030 · Interest Income	490.24
4100 · Misc. Income	610.96
4200 · Property Tax Revenue	33,307.45
4300 · Service Fees	2,725.00
Total Income	<u>442,851.52</u>
Expense	
5000 · Personnel	
5010 · Salary	134,819.38
5030 · Salary Tax Expense	11,881.69
5020 · Salary Service Fees	792.75
5040 · Benefits	13,212.23
Total 5000 · Personnel	<u>160,706.05</u>
6020 · Bank Fees	702.23
6040 · Blue Circle	266.68
6060 · Computer Service	120.00
6070 · Communications	
6075 · Internet	729.14
6080 · Telephone	249.49
Total 6070 · Communications	<u>978.63</u>
6200 · Discretionary	849.56
6300 · Equipment & Furniture	43.29
6400 · Insurance-Liability	1,646.82
6450 · Legal Services	91.50
6500 · Membership, Dues & Subscription	65.00
6550 · Mileage	177.44
6650 · Postage and Delivery	2.90
6750 · Professional Development	120.65
6800 · Public Relations	239.72
6850 · Rent	8,100.00
6900 · Supplies	512.68
6950 · Travel/Accomodations	1,679.65
7200 · Program Consultant	19,340.89
7500 · Program Expense	460,035.53
Total Expense	<u>655,679.22</u>
Net Ordinary Income	<u>-212,827.70</u>
Net Income	<u><u>-212,827.70</u></u>

4:02 PM
 04/29/09
 Accrual Basis

San Mateo County Resource Conservation District
Balance Sheet
 As of March 31, 2009

	Mar 31, 09
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking RCD 8123985	14,713.22
1004 · Checking Restricted 8121907	10,573.25
1008 · Checking SEP 8129517 (SEP and CalTrans)	27,282.39
Total Checking/Savings	52,568.86
Accounts Receivable	
1110 · Contracts Receivable	158,473.57
Total Accounts Receivable	158,473.57
Other Current Assets	
1499 · Undeposited Funds	66.00
Total Other Current Assets	66.00
Total Current Assets	211,108.43
Other Assets	
1600 · Long-Term Receivables	794,935.38
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	548.96
Total Other Assets	796,784.34
TOTAL ASSETS	1,007,892.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	305,013.27
Total Accounts Payable	305,013.27
Other Current Liabilities	
2100 · Payroll Taxes Payable	-691.86
2200 · Deferred Revenue	821,617.28
Total Other Current Liabilities	820,925.42
Total Current Liabilities	1,125,938.69
Total Liabilities	1,125,938.69
Equity	
3200 · Unrestricted Net Assets	2,500.00
3900 · Retained Earnings	-96,013.97
3910 · Restricted Retained Earnings (Unearned revenue)	188,295.75
Net Income	-212,827.70
Total Equity	-118,045.92
TOTAL LIABILITIES & EQUITY	1,007,892.77