

Regular Meeting of the Board of Directors
September 16, 2010
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. August 19, 2010 Draft Regular Meeting Minutes 5.2. Draft August 2010 Financial Statements
6. Discussion Items 6.1. FY 2008/2009 Audit Update 6.2. Staff Reports 6.3. Planning for Executive Director maternity leave.
7. Action Item 7.1. Resolution 2010-1: Authorizing Entering Into a Proposition 84 Areas of Special Biological Significance Financial Assistance Agreement with the State Water Resources Control Board and Designating a Representative to Sign the Agreement, and Any Amendments Thereto. 7.2. Resolution 2010-2: Authorizing a Proposal for a Proposition 84 2010 Watershed Coordinator Grant and Entering into a Grant Agreement with the State of California Department of Conservation. 7.3. CARCD Resolution: Directing CARCD to promote the RCD mission to private and public funders, other resource conservation organizations, and policy makers and to work with those entities to define and promote effective and collaborative roles between the RCDs' and their conservation partners' goals and objectives.
8. 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: 9/16/10

<u>NAME</u>	<u>EMAIL</u>
1. <u>Polystone</u>	<u>psbronco@aol.com</u>
2. <u>Jim REYNOLDS</u>	<u>jimreynoldsjim@earthlink.net</u>
3. <u>G Malbon</u>	<u>Staff</u>
4. <u>RICH ALLEN</u>	
5. <u>Kanisa</u>	
6. <u>Kelly</u>	
7. <u>Mark</u>	
8. <u>Jim H.</u>	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	

Signing, registering, or completion of this document is voluntary, and all persons may attend the meeting regardless of whether a person signs, registers, or completes this document

**Minutes of the Regular Meeting of the Board of Directors
September 16, 2010
Location: RCD Office**

Directors Present: Rich Allen, Jim Reynolds, Roxy Stone,
Staff present: RCD-Kellyx Nelson, Renee Moldovan, Karissa Anderson, Marti Johnson
NRCS-Jim Howard
Guests: Tim Frahm

1 Call to Order

Rich called the meeting to order at 6:41 p.m.

2 Introduction of Guests, Committee, and Staff.

Kellyx introduced Karissa as a new staff member who grew up on a farm in San Luis Obispo County and most recently worked at the San Francisco Bay Regional Water Quality Control Board. Karissa discussed her background and answered questions. Directors introduced themselves and gave their background as well.

3 Public Comment.

None

4 Approval of Agenda

- Jim moved to approve and Roxy seconded. Agenda approved unanimously.

5 Consent Agenda

- Roxy moved to approve and Jim seconded. Consent agenda approved unanimously.

6 Discussion Items

6.1 FY 2008/2009 Audit Update.

- Renee advised that a draft audit will be finished by the October board meeting. We have the option of discussing the audit report by phone with Michael, a partner at RJ Ricardi. The results of the audit look good.

6.2 Staff Reports

- Daniel Mountjoy's wife has passed after a long battle with cancer.
- Staff shared updates about the office reorganization and asked the Board for labor to move furniture. Rich offered to help provide some.

6.3 Executive Director Report.

- Ag Water Quality will be wrapped up this quarter.
- The Blue Circle will be held on September 22, 2010 and will provide the results of the It Takes a Community to Care for a Watershed grant as well as the Ag Water Quality grant.

- Cooperative Conservation Partnership Initiative (CCPI) will be wrapping up this quarter. The remaining task is outreach in Spanish to farm workers regarding implementation of irrigation efficiency projects, coordinated by the Farm Bureau.
- Pillar Point Harbor fecal pollution project – The State Water Resource Control Board will review our request for additional funds to make the project whole on October 18, 2010. The San Mateo County Harbor Commission awarded \$15K to finish the circulation study.
- It Takes a Community to Care for A Watershed – The volunteers completed the year of monthly data collection in six mid-coast creeks. The final workshop will take place at the Blue Circle.
- Pilarcitos Watershed Plan –DFG will be completing stream surveys in the next few weeks. There will be a Workgroup meeting on September 21st. We are working with SFPUC and others to set up multiple year funding for the stream gage and the RCD’s role overseeing the Plan.
- San Gregorio Watershed Enhancement Program – The watershed plan is completed. The focus now is on implementing its recommendations. We have \$40K from US Fish and Wildlife Service to implement some of the recommendations, including eradication of purple loosestrife in Reflection Lake.
- *Hypericum canariense* – This is a dangerous weed that supplants coastal scrub habitat at an alarming rate and is concentrated on a single private property near Gazos Creek. The landowner has agreed to work with us on it.
- Watershed Coordinator Grant – Kellyx and Marti are working on a grant proposal to pay the salary for a watershed coordinator for 3 years.
- Pescadero Total Maximum Daily Load (TMDL) outreach – The next workshop should happen in October.

6.3 Planning for Executive Director Maternity Leave

- October will be Kellyx’s last board meeting until March. At the next Board meeting we will have any action items relating to maternity leave. Rich has signing authority and Roxy is willing to serve as Acting Executive Director, as she did before.
- Rich, Roxy, and Neal’s terms expire in November. Kellyx will look into the issue with the Board of Supervisors and report back.
- Upcoming Board meetings will be December 16th and February 17th.

7 Action Item

7.1 Resolution 2010-1: Authorizing Entering Into a Proposition 84 Areas of Special Biological Significance Financial Assistance Agreement with the State Water Resources Control Board and Designating a Representative to Sign the Agreement, and Any Amendments Thereto.

- The Livestock and Land Program is hosted by Ecology Action in Santa Cruz as a partnership with the RCD of Santa Cruz County. The program assists with water quality improvement on livestock and equestrian operations. These funds were awarded to expand the program to Monterey and San Mateo counties. We are the grant recipient, as only public agencies could apply for the grant, but we are subcontracting to Ecology Action for much of the grant administration. Projects have to be in designated Areas of

Special Biological Significance (ASBSs). In our county, this includes the Fitzgerald Marine Reserve Critical Coastal Area and Ano Nuevo.

- **Jim moved to approve Resolution 2010-1. Roxy seconded. The resolution passed unanimously.**

7.2 Resolution 2010-2: Authorizing a Proposal for a Proposition 84 2010 Watershed Coordinator Grant and Entering into a Grant Agreement with the State of California Department of Conservation.

- Marti discussed what the submission of this proposal requires.
- **Jim moved to approve Resolution 2010-2. Roxy seconded. The resolution passed unanimously.**

7.3 CARCD Resolution: Directing CARCD to promote the RCD mission to private and public funders, other resource conservation organizations, and policy makers and to work with those entities to define and promote effective and collaborative roles between the RCD's and their conservation partners' goals and objectives.

- Kellyx worked with the RCD of Santa Cruz County (RCDSCC) to draft this proposed resolution for the CARCD conference. It has already been approved by the board of RCDSCC.
- Kellyx described that newer environmental organizations are increasingly demonstrating interest in doing resource conservation work that RCDs have historically done in areas historically served by RCDs and that RCDs need to remain relevant and visible and improve collaboration with other resource conservation groups.
- **Jim moved to accept the CARCD resolution. Roxy seconded. Unanimously approved.**

8 Adjourn

Meeting adjourned at 7:36 p.m.

San Mateo County Resource Conservation District
Profit & Loss
July through August 2010

	<u>Jul - Aug 10</u>
Ordinary Income/Expense	
Income	
4010 · Contracts/Grants	47,096.60
4030 · Interest Income	17.85
4200 · Property Tax Revenue	1,427.04
	<hr/>
Total Income	48,541.49
Expense	
5000 · Personnel	
5010 · Salary	23,396.47
5030 · Salary Tax Expense	797.86
5020 · Salary Service Fees	138.84
5040 · Benefits	1,060.00
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Total 5000 · Personnel	25,393.17
6020 · Bank Fees	10.00
6070 · Communications	
6075 · Internet	129.80
6080 · Telephone	368.58
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Total 6070 · Communications	498.38
6200 · Discretionary	24.69
6400 · Insurance-Liability	321.88
6500 · Membership, Dues & Subscription	45.00
6550 · Mileage	594.75
6850 · Rent	1,800.00
6900 · Supplies	75.00
6950 · Travel/Accomodations	19.00
7200 · Program Consultant	93.48
7500 · Program Expense	2,451.50
	<hr/>
Total Expense	31,326.85
	<hr/>
Net Ordinary Income	17,214.64
	<hr/>
Net Income	<u><u>17,214.64</u></u>

San Mateo County Resource Conservation District
Balance Sheet
As of August 31, 2010

	<u>Aug 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking RCD 8123985	33,872.39
1004 · Checking Restricted 8121907	10,646.54
1008 · Checking SEP 8129517 (SEP and CalTrans)	12,508.22
Total Checking/Savings	<u>57,027.15</u>
Accounts Receivable	
1110 · Contracts Receivable	52,072.21
Total Accounts Receivable	<u>52,072.21</u>
Total Current Assets	109,099.36
Other Assets	
1600 · Long-Term Receivables	697,970.98
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	1,609.34
Total Other Assets	<u>700,880.32</u>
TOTAL ASSETS	<u>809,979.68</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	27,954.42
Total Accounts Payable	<u>27,954.42</u>
Other Current Liabilities	
2100 · Payroll Taxes Payable	735.63
2200 · Deferred Revenue	697,970.98
Total Other Current Liabilities	<u>698,706.61</u>
Total Current Liabilities	<u>726,661.03</u>
Total Liabilities	726,661.03
Equity	
3900 · Retained Earnings	29,836.98
3910 · Restricted Retained Earnings (Unearned revenue)	36,267.03
Net Income	17,214.64
Total Equity	<u>83,318.65</u>
TOTAL LIABILITIES & EQUITY	<u>809,979.68</u>



RESOLUTION NO. 2010-1

AUTHORIZING ENTERING INTO A PROPOSITION 84 AREAS OF SPECIAL BIOLOGICAL SIGNIFICANCE FINANCIAL ASSISTANCE AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD FOR *Reducing Nutrient, Pathogen and Sediment Pollution from Livestock and Equestrian Facilities into ASBS's* AND DESIGNATING A REPRESENTATIVE TO SIGN THE AGREEMENT, AND ANY AMENDMENTS THERETO

Whereas the San Mateo County Resource Conservation District is a Special District organized under Division 9 of the California Public Resources Code with an original petition granted on July 1, 1939; and


Whereas the San Mateo County Resource Conservation District is defined in Section 3501 of the Government Code as a public agency; and

Whereas the San Mateo County Resource Conservation District is authorized to enter into a financial assistance agreement with the State of California and the State Water Resources Control Board; and


Whereas the State Water Resources Control Board requires a resolution from the governing body authorizing its designee to sign a financial assistance agreement, and any amendments thereto;

NOW THEREFORE BE IT RESOLVED that the San Mateo County Resource Conservation District Board of Directors hereby authorizes its Executive Director to sign the financial assistance agreement for *Reducing Nutrient, Pathogen and Sediment Pollution from Livestock and Equestrian Facilities into ASBS's* and any amendments thereto. The District agrees and further does authorize the aforementioned representative or her designee to execute any other documents required for administration of said agreement and to certify that the District has and will comply with all applicable federal and state statutory and regulatory requirements related to any financial assistance funds received.

ADOPTED at a regular meeting of the Board of Directors of the San Mateo County Resource Conservation District on September 16, 2010.



Rich Allen, President



Date



RESOLUTION NO. 2010-2

**AUTHORIZING A PROPOSAL FOR A PROPOSITION 84 2010
WATERSHED COORDINATOR GRANT AND ENTERING INTO A
GRANT AGREEMENT WITH THE STATE OF CALIFORNIA
DEPARTMENT OF CONSERVATION**

Whereas the San Mateo County Resource Conservation District is a Special District organized under Division 9 of the California Public Resources Code with an original petition granted on July 1, 1939; and

Whereas the San Mateo County Resource Conservation District is defined in Section 3501 of the Government Code as a public agency; and


Whereas the San Mateo County Resource Conservation District is authorized to enter into a grant agreement with the State of California Department of Conservation; and

Whereas the Department of Conservation, Division of Land Resource Protection, has announced a Request for Proposals for the 2010 Watershed Coordinator Grants funded through Proposition 84 to support coordination in watershed management and local watershed improvements throughout the State; and

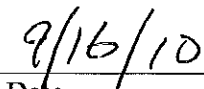
Whereas the Department of Conservation requires a resolution authorizing a proposal from the Board of Directors of a Special District applicant;

NOW THEREFORE BE IT RESOLVED that the San Mateo County Resource Conservation District Board of Directors hereby authorizes its Executive Director to submit a proposal for a 2010 Watershed Coordinator Grant and enter into a grant agreement and any amendments thereto. The District agrees and further does authorize the aforementioned representative or her designee to execute any other documents required for administration of said agreement and to certify that the District has and will comply with all applicable statutory and regulatory requirements related to any grant funds received.

ADOPTED at a regular meeting of the Board of Directors of the San Mateo County Resource Conservation District on September 16, 2010.



Rich Allen, President



Date

Resolution
CARCD Annual Meeting 2010

Whereas, there is a need to raise awareness and establish clear guidelines for how RCDs will work with other resource conservation non profits, agencies and interested parties; and

Whereas, newer environmental organizations are increasingly demonstrating interest in doing resource conservation work that RCDs have historically done in areas historically served by RCDs; and

Whereas, there is a need for RCDs to remain relevant and visible in resource conservation; and

Whereas, there is a need for improved collaboration between RCDs and other resource conservation organizations; and

Whereas, RCDs need to communicate their roles clearly to conservation partners, to funders and to the legislature;

Now Therefore Be it Resolved, that the CARCD will reach out to promote the RCD mission to private and public funders, other resource conservation organizations, and policy makers and to work with those entities to define and promote effective and collaborative roles between the RCDs' and their conservation partners' goals and objectives

Submitted by
RCD of Santa Cruz County
San Mateo County RCD