



**Meeting of the Board of Directors**  
**October 16, 2008**  
**Location: RCD Office**  
**6:30 pm- 8:30 pm**

<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. September 2008 Draft Financial Statements — <i>Draft September 18, 2008</i> 5.2. Draft Minutes from August 12, 2008 Meeting of Board of Directors ✕ 5.3. Draft Minutes from June 19, 2008 Meeting of Board of Directors
<b>6. Discussion Items</b> 6.1. Update on audit 6.2. Update on Agricultural Water Quality Alliance Strategic Plan Discussion with Marti Johnson, Upper Salinas-Las Tablas RCD. 6.3. Lessons learned from current and recently completed RCD projects 6.4. Upcoming dates, upcoming projects, and potential funding 6.5. RCD office space
<b>7. Action Items-</b> Board will hear public comments on each action item before a decision is made. Comments are limited to two minutes per person. 7.1. <u>Resolution 2008-3 for grant for Watershed Discovery Workshop.</u> Recommend Board approval of Resolution 2008-3, authorizing a grant application to the California Coastal Commission for a watershed educational program.
<b>8. Adjourn</b>

*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*

**SAN MATEO COUNTY RESOURCE**  
**CONSERVATION DISTRICT**  
**VOLUNTARY SIGN IN SHEET**

DATE OF MEETING: Oct 16 2008

<u>NAME</u>	<u>EMAIL</u>
1. <u>TJ Glausnier</u>	<u>tjglausnier@aol.com</u>
2. <u>Ellen Gustafson</u>	<u>ellengustafson@sanmateoacd.org</u>
3. <u>Marti Johnson</u>	<u>awqa.rcd@gmail.com</u>
4. <u>RICH ALLEN</u>	<u>RICH@MOSSBEACHRANCH.COM</u>
5. <u>ROY STONE</u>	<u>RSBRONCO@aol.com</u>
6. <u>CAROLANN TOVE</u>	<u>@ACD</u>
7. _____	
8. _____	
9. _____	
10. _____	
11. _____	
12. _____	
13. _____	
14. _____	
15. _____	

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.



**SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT**  
**625 Miramontes Street, Suite 103**  
**Half Moon Bay, CA 94019**

Minutes  
October 16, 2008  
Regular Meeting of the Board of Directors

1. **CALL TO ORDER:** Rich Allen called the meeting to order at 7:00p.m. A quorum was declared present.
  - Rich advised that there were some typographical errors on the original agenda sent out to the public. However, because the agenda was uploaded on to the web correctly, County Counsel advised that we recognize these as typos, and it was not necessary to pull from them Consent Agenda.
  - Rich requested that the draft minutes from June, 2008 be pulled from the Consent Agenda due to an error.
  
2. **INTRODUCTION OF GUESTS and STAFF:**
  - **Directors:** Rich Allen, TJ Glauthier, Roxy Stone
  - **Staff:** RCD: Kellyx Nelson, Carolann Towe, Ellen Gartside; NRCS: Jim Howard
  - **Guests:** Marti Johnson-Ag Water Quality Alliance, Greg Thomas-HMB Review, Tim Frahm-Farm Bureau, Ron Sturgeon
  
3. **PUBLIC COMMENT:**
  - TJ commented on what a great job the RCD had done in regards to the Circulation study for the Pillar Point Harbor.
  
4. **CONSENT AGENDA:**
  - 5.1 **September 2008 Draft Financial Statements**
  - 5.2 **Draft Minutes from August 12, 2008 Meeting**

**ACTION:** TJ Glauthier MOVED to adopt the consent agenda. The motion was SECONDED by Roxy Stone and CARRIED unanimously.

  - 5.3 **Draft Minutes from June 19, 2008**
  - Regarding authorization of contract for Apanolio, Rich would like to correct his statement to reflect "Letter of Authorization" not "contract", for the project.

**ACTION:** TJ Glauthier MOVED to adopt the consent agenda with correction. The motion was SECONDED by Roxy Stone and CARRIED unanimously.

5. **DISCUSSION**

5.1 **Update on Audit – Tabled for November**

5.2 **Agricultural Water Quality Alliance Strategic Plan – Presented by Marti Johnson**

- This is the 4<sup>th</sup> Action Plan involving AQWA partners and coalitions of many other agencies.
- Tim commented that the partners that put together most of the action plan were non-agency partners.
- The original plan and the significant amendment will be cycled thru on a monthly basis.
- Marti passed out a document delineating the major areas of focus.
- AQWA now has a “WIKI” web page where people can collaborate – change content, and comment, etc.
- Marti coordinates 6 RCD’s – Upper Salinas/Las Tablas, Monterey. San Benito, Loma Prieta, Santa Cruz, and San Mateo
- Area meeting will be October 29, 2008 in King City, hosted by Monterey RCD.

5.3 **Lessons Learned – RCD Updates**

- Kellyx gave a presentation of projects completed and some of the lessons the RCD has learned, some of these included:
  - Projects and permits are not always in sync
  - Participating landowners don’t always agree
  - RCD is developing new tools and templates
  - People want to participate in actual projects
  - RCD is getting better at coordinating stakeholders
  - RCD is developing better partnerships and MOU’s
- Ron commented that the Bear Gulch project was one of the most important projects the RCD has done and he was very impressed.
- Tim asked if the RCD has started thinking about a theme for the RCD in relation to projects the RCD is undertaking.

5.4 **Upcoming dates, Projects, and Potential Funding**

- CARCD annual meeting November 19-22, in Riverside. Kellyx will be attending, however, since it affects Board date Rich suggested moving Board meeting to November 13.
- November 4<sup>th</sup> – the Pilarcitos Watershed Plan will be released.
- November 6<sup>th</sup> (?) – grand convergence of meetings with Rich Gordon – Blue Circle, PRC meeting and Pilarcitos Release.
- October 20th first Watershed Discovery Workshop for fall.
- There are three potential internships available to the RCD
  - Student interested in watersheds
  - Gerry Davis a SFSU professor interested in Pilarcitos.
  - Berkeley students in a Public Policy Program interested in the ecosystem market. Jonathan Winston, an economist, has a theory of how to create a market for ecosystems.
  - October 29, 2008 Central Coast RCD meeting.
- Final report for Whale Tail was submitted on September 30, 2008.

5.5 **RCD Office Space**

- Kellyx gave a field trip tour of office space at the RCD.

- Rich has enlisted Bob Mitten, a realtor, from Pescadero. He has agreed to do an exhaustive search starting in Princeton. He and Bob will do a 1<sup>st</sup> round , then review with TJ re fiscal feasibility.
- Ron asked if it is possible for the RCD to build or own their own building.
- Rich said that the RCD is in a crisis mode right now – and needs to find space immediately.

6. **ACTION ITEMS:**

6.1 **Resolution 2008-3 – Grant for Watershed Discovery Workshop Recommend**  
**Board approval of Resolution 2008-3, authorizing a grant application to the California Coastal Commission for a watershed education program.**

**ACTION:** TJ Glauthier MOVED to approve Resolution 2008-3 authorizing a grant application to the California Coastal Commission. The motion was SECONDED by Roxy Stone and CARRIED unanimously.

7. **ADJOURNMENT**

7.1 **ACTION:** The Regular Meeting of the Board of Directors was adjourned at 8:44 p.m.

10:49 AM  
10/08/08  
Accrual Basis

San Mateo County Resource Conservation District  
**Balance Sheet**

DRAFT As of September 30, 2008

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · Checking RCD 8123985	36,041.16
1004 · Checking Restricted 8121907	10,523.78
1008 · Checking SEP 8129517 (SEP and CalTrans)	<u>39,772.77</u>
<b>Total Checking/Savings</b>	<b>86,337.71</b>

**Accounts Receivable**

1110 · Contracts Receivable	<u>37,077.56</u>
<b>Total Accounts Receivable</b>	<b><u>37,077.56</u></b>

**Total Current Assets** 123,415.27

**Other Assets**

1620 · Prepaid Expenses (Liability Insurance)	1,829.82
1600 · Long-Term Receivables	1,112,793.54
1610 · Security Deposits	<u>1,300.00</u>
<b>Total Other Assets</b>	<b><u>1,115,923.36</u></b>

**TOTAL ASSETS** 1,239,338.63

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2000 · Accounts Payable	<u>6,859.29</u>
<b>Total Accounts Payable</b>	<b>6,859.29</b>

**Other Current Liabilities**

2100 · Payroll Taxes Payable	3,447.53
2200 · Deferred Revenue	<u>1,118,413.96</u>
<b>Total Other Current Liabilities</b>	<b><u>1,121,861.49</u></b>

**Total Current Liabilities** 1,128,720.78

**Total Liabilities** 1,128,720.78

**Equity**

3900 · Retained Earnings	92,281.78
Net Income	<u>18,336.07</u>
<b>Total Equity</b>	<b><u>110,617.85</u></b>

**TOTAL LIABILITIES & EQUITY** 1,239,338.63

3:37 PM  
10/13/08  
Accrual Basis

San Mateo County Resource Conservation District  
**Profit & Loss**

DRAFT July through September 2008

Ordinary Income/Expense

Income

4010 · Contracts/Grants	123,291.84
4015 · Fines and Mitigation Funds	34,240.00
4030 · Interest Income	281.41
4200 · Property Tax Revenue	1,914.91
4300 · Service Fees	<u>2,725.00</u>
Total Income	162,453.16

Expense

5000 · Personnel	
5010 · Salary	41,535.97
5030 · Salary Tax Expense	3,066.88
5020 · Salary Service Fees	251.28
5040 · Benefits	<u>4,365.48</u>
Total 5000 · Personnel	49,219.61

6020 · Bank Fees	3.10
6070 · Communications	
6075 · Internet	129.80
6080 · Telephone	<u>129.42</u>
Total 6070 · Communications	259.22

6200 · Discretionary	91.27
6300 · Equipment & Furniture	43.29
6400 · Insurance-Liability	365.96
6450 · Legal Services	91.50
6650 · Postage and Delivery	2.90
6800 · Public Relations	239.72
6850 · Rent	1,800.00
6900 · Supplies	55.14
7200 · Program Consultant	19,340.89
7500 · Program Expense	<u>79,397.69</u>

Total Expense	<u>150,910.29</u>
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Net Ordinary Income	<u>11,542.87</u>
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Net Income	<u><u>11,542.87</u></u>
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**RESOLUTION NO. 2008-3**

**DESIGNATING THE AUTHORITY TO SUBMIT A GRANT PROPOSAL  
TO WHALE TAIL GRANTS PROGRAM FOR WATERSHED  
DISCOVERY WORKSHOP**

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

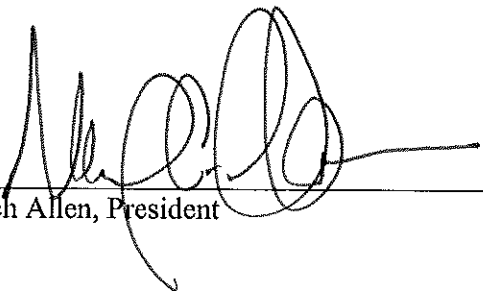
Whereas the San Mateo County Resource Conservation District is defined in Section 3501 of the Government Code as a public agency; and

Whereas the California Coastal Commission's Whale Tail grants support programs that teach California's children and the general public to value and take action to improve the health of the state's marine and coastal environments; and

Whereas consideration for funding requires a resolution from the applicant's governing body containing the authorizations listed below;

**NOW THEREFORE BE IT RESOLVED**, that the San Mateo County Resource Conservation District Board of Directors hereby authorizes Kellyx Nelson, Executive Director, to submit a grant proposal to the Whale Tail program for the Watershed Discovery Workshop and enter into a contract with the California Coastal Commission if the grant is awarded.

**ADOPTED** at a regular meeting of the Board of Directors of the San Mateo County Resource Conservation District on October 16, 2008.

  
\_\_\_\_\_  
Rich Allen, President

10/16/08  
Date