



**Meeting of the Board of Directors
December 18, 2008
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. October, 2008 Draft Financial Statements 5.2. November, 2008 Draft Financial Statements 5.3. Draft Minutes from October 16, 2008 Meeting of Board of Directors 5.4. Draft Minutes from October 30, 2008 Meeting of Agricultural Production Subcommittee
6. Discussion Items 6.1. Presentation on Watershed Discovery Workshop by Kim Flannigan, Seacrest School and Rich Allen. 6.2. Review of 2008 accomplishments 6.3. Update on audit status 6.4. Debrief of CARCD conference 6.5. Update on current and pending funding 6.6. Update on current projects 6.7. Consideration of what actions require Board approval 6.8. Status of search for RCD office space
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.



Minutes
December 18, 2008
Regular Meeting of the Board of Directors

1. **CALL TO ORDER:**

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

2. **INTRODUCTION OF GUESTS and STAFF:**

- Directors: Rich Allen, TJ Glauthier, Jim Reynolds, Roxy Stone
- Staff: RCD: Kellyx Nelson, Carolann Towe, Ellen Gartside; NRCS: Jim Howard
- Guests: Kim Flannigan, Seacrest School, Tim Frahm-Farm Bureau, Ron Sturgeon

3. **PUBLIC COMMENT:**

- Kellyx passed out pamphlets advertising the certified Farmer's Market.

4. **APPROVAL OF AGENDA**

5. **CONSENT AGENDA:**

- 5.1. October, 2008 Draft Financial Statements
- 5.2. November, 2008 Draft Financial Statements
- 5.3. Draft Minutes from October 16, 2008 Meeting of Board of Directors
- 5.4. Draft Minutes from October 30, 2008 Meeting of Agricultural Production Subcommittee

ACTION: TJ Glauthier MOVED to adopt the consent agenda. The motion was SECONDED by Jim Reynolds and CARRIED unanimously.

6. **DISCUSSION ITEMS**

- 6.1 Presentation on Watershed Discovery Workshop by Kim Flannigan, Seacrest School and Rich Allen
 - Kim Flannigan enthusiastically described her students' experiences with the Watershed Discovery Workshop. The class used their watershed knowledge to prepare their Science Fair projects for the year.
 - Rich Allen presented a film he developed about the program.
- 6.2 Review of 2008 Accomplishments
 - Kellyx presented and elaborated on the attached PowerPoint presentation.

- 6.3 Update on Audit Status
- Renee spoke with one of the partners at CG Uhlenberg and they promise to have the audit finished by January.
- 6.4 Debrief of CARCD Conference
- Kellyx and Rich attended the conference, where he was awarded Director of the Year.
 - Kellyx described some of the sessions she attended. She noted that San Mateo RCD seemed ahead of many regarding Brown Act compliance.
 - Kellyx's seminar on easements was well received.
 - Rich felt it was a great conference and well worth going.
- 6.5 Update on current and pending funding
- CCWD, Sewer Authority, and SFPUC are considering an MOU to provide \$2500 per year for the implementation of the Pilarcitos Watershed Plan
 - Received funding as a subcontractor to Ecology Action for Livestock and Land program and partnered with them for RCD to be lead on another grant for \$920,000
 - County was recommended for funding on a proposal in the Critical Coastal Area in which RCD would be subcontractor for \$500,000
 - CWPP awarded the RCD approximately \$18,000 as subcontractors
 - Received funding of \$150,000 for Pilarcitos Lagoon Restoration Feasibility Analysis
- 6.6 Update on current projects
- SWRCB has agreed to have the RCD do outreach in Pescadero regarding TMDL's they are developing, and they will pay us for that service.
 - Santa Cruz asked the Coastal Conservancy to extend their integrated watershed research program, they would essentially expand it to the San Mateo region providing a consultant to help on our permitting for projects, and implementing a rural roads program in San Mateo County which would be approximately \$85,000.
 - Most of this will be pass thru money, and very little of this is unrestricted money for the RCD.
 - Kellyx would like to see more long range planning for the RCD.
- 6.7 Consideration of what actions require board approval
- What are the thresholds for grants, would it be the same as for procurement?
 - What differentiates something that needs approval from Board versus informing Board?
 - Rich suggested following up with Tacy Curry of the CARCD
 - TJ suggested we might want to draft up something specifying our requirements.
- 6.8 Status of search for RCD office space
- Rich has enlisted the aid of Bob Minton of Pescadero and asked that he concentrate in Princeton first.

7. ADJOURNMENT

- 7.1 **ACTION:** The Regular Meeting of the Board of Directors was adjourned at 8:45 p.m.

1:49 PM
03/10/09
Accrual Basis

San Mateo County Resource Conservation District
Balance Sheet
As of October 31, 2008

	<u>Oct 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking RCD 8123985	6,275.73
1004 · Checking Restricted 8121907	10,538.32
1008 · Checking SEP 8129517 (SEP and CalTrans)	37,587.53
Total Checking/Savings	<u>54,401.58</u>
Accounts Receivable	
1100 · Accounts Receivable	201.34
1110 · Contracts Receivable	187,118.22
Total Accounts Receivable	<u>187,319.56</u>
Total Current Assets	241,721.14
Other Assets	
1620 · Prepaid Expenses (Liability Insurance)	1,463.86
1600 · Long-Term Receivables	963,762.06
1610 · Security Deposits	1,300.00
Total Other Assets	<u>966,525.92</u>
TOTAL ASSETS	<u><u>1,208,247.06</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	150,325.37
Total Accounts Payable	<u>150,325.37</u>
Other Current Liabilities	
2100 · Payroll Taxes Payable	5,194.02
2200 · Deferred Revenue	957,561.96
Total Other Current Liabilities	<u>962,755.98</u>
Total Current Liabilities	1,113,081.35
Total Liabilities	1,113,081.35
Equity	
3900 · Retained Earnings	92,281.78
Net Income	2,883.93
Total Equity	<u>95,165.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,208,247.06</u></u>

1:53 PM
03/10/09
Accrual Basis

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

	<u>Jul - Oct 08</u>
Ordinary Income/Expense	
Income	
4010 · Contracts/Grants	289,947.65
4015 · Fines and Mitigation Funds	36,506.00
4030 · Interest Income	332.71
4200 · Property Tax Revenue	1,937.99
4300 · Service Fees	2,725.00
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Total Income	331,449.35
Expense	
5000 · Personnel	
5010 · Salary	63,125.44
5030 · Salary Tax Expense	4,280.68
5020 · Salary Service Fees	251.28
5040 · Benefits	7,669.69
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Total 5000 · Personnel	75,327.09
6020 · Bank Fees	27.38
6060 · Computer Service	120.00
6070 · Communications	
6075 · Internet	179.79
6080 · Telephone	166.17
	<hr/>
Total 6070 · Communications	345.96
6200 · Discretionary	91.27
6300 · Equipment & Furniture	43.29
6400 · Insurance-Liability	731.92
6450 · Legal Services	91.50
6650 · Postage and Delivery	2.90
6750 · Professional Development	120.65
6800 · Public Relations	239.72
6850 · Rent	2,700.00
6900 · Supplies	128.68
6950 · Travel/Accomodations	13.00
7200 · Program Consultant	19,340.89
7500 · Program Expense	229,241.17
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Total Expense	328,565.42
Net Ordinary Income	2,883.93
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Net Income	2,883.93

1:53 PM
03/10/09
Accrual Basis

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

	<u>Jul - Nov 08</u>
Ordinary Income/Expense	
Income	
4010 · Contracts/Grants	331,978.86
4015 · Fines and Mitigation Funds	36,506.00
4030 · Interest Income	378.15
4200 · Property Tax Revenue	6,613.27
4300 · Service Fees	2,725.00
Total Income	<u>378,199.28</u>
Expense	
5000 · Personnel	
5010 · Salary	83,875.49
5030 · Salary Tax Expense	5,932.35
5020 · Salary Service Fees	251.28
5040 · Benefits	8,599.11
Total 5000 · Personnel	<u>98,658.23</u>
6020 · Bank Fees	66.85
6060 · Computer Service	120.00
6070 · Communications	
6075 · Internet	179.79
6080 · Telephone	197.81
Total 6070 · Communications	<u>377.60</u>
6200 · Discretionary	251.27
6300 · Equipment & Furniture	43.29
6400 · Insurance-Liability	914.90
6450 · Legal Services	91.50
6650 · Postage and Delivery	2.90
6750 · Professional Development	120.65
6800 · Public Relations	239.72
6850 · Rent	3,600.00
6900 · Supplies	399.31
6950 · Travel/Accomodations	1,317.78
7200 · Program Consultant	19,340.89
7500 · Program Expense	316,409.16
Total Expense	<u>441,954.05</u>
Net Ordinary Income	<u>-63,754.77</u>
Net Income	<u><u>-63,754.77</u></u>

1:49 PM
03/10/09
Accrual Basis

San Mateo County Resource Conservation District
Balance Sheet
As of November 30, 2008

	<u>Nov 30, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking RCD 8123985	9,384.80
1004 · Checking Restricted 8121907	10,544.79
1008 · Checking SEP 8129517 (SEP and CalTrans)	37,622.15
Total Checking/Savings	<u>57,551.74</u>
Accounts Receivable	
1100 · Accounts Receivable	26,733.34
1110 · Contracts Receivable	199,378.60
Total Accounts Receivable	<u>226,111.94</u>
Total Current Assets	283,663.68
Other Assets	
1620 · Prepaid Expenses (Liability Insurance)	1,280.88
1600 · Long-Term Receivables	923,640.88
1610 · Security Deposits	1,300.00
Total Other Assets	<u>926,221.76</u>
TOTAL ASSETS	<u><u>1,209,885.44</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	239,108.24
Total Accounts Payable	<u>239,108.24</u>
Other Current Liabilities	
2100 · Payroll Taxes Payable	4,809.41
2150 · Credit Line - 1st National	20,000.00
2200 · Deferred Revenue	917,440.78
Total Other Current Liabilities	<u>942,250.19</u>
Total Current Liabilities	<u>1,181,358.43</u>
Total Liabilities	1,181,358.43
Equity	
3900 · Retained Earnings	92,281.78
Net Income	-63,754.77
Total Equity	<u>28,527.01</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,209,885.44</u></u>

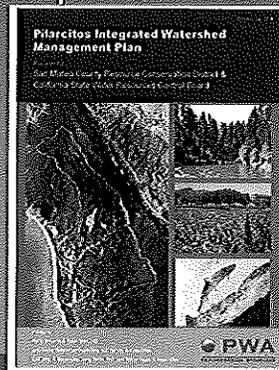
2008 The Year in Review



Kellyx Nelson
Board Meeting
December 18, 2008

Projects Completed

- ✓ Bear Gulch Upslope Erosion Control
- ✓ Pilarcitos Watershed Management Plan
- ✓ Watershed Discovery Workshop
- ✓ Agricultural Water Quality
- ✓ First Flush



Continuing Projects

- ◆ Community Water Quality Monitoring
- ◆ Critical Coastal Area Pilot Project
- ◆ Pillar Point Harbor Pollution Study
- ◆ Community Wildfire Protection Plan
- ◆ Agricultural Water Quality
- ◆ San Vicente Creek Monitoring
- ◆ Watershed Discovery Workshop
- ◆ Blue Circle
- ◆ First Flush



Events

- ✓ Publicly Noticed Tour of Harbor
- ✓ Two IWMP Public Workshops/Blue Circle
- ✓ Dirt Workshop with NRCS
- ✓ Harbor Circulation Study
- ✓ Critical Coastal Area Public Workshop



Fundraising

- ◆ Pilarcitos Lagoon Restoration- \$150,400
- ◆ (3) Watershed Discovery Workshop- \$15,514
- ◆ Community Water Quality Monitoring- \$35,706
- ◆ (2) Livestock and Land program- \$983,406
- ◆ Reducing Pollution into Fitzgerald- \$500,000
- ◆ Community Wildfire Protection Plan- \$17,833
- ◆ Pescadero TMDL Outreach - \$10,000
- ◆ Santa Cruz IWRP Phase 3- \$85,000

TOTAL: \$1,797,859

Representation & Participation

- ◆ San Mateo Food Systems Alliance
- ◆ San Gregorio Watershed Management Plan Technical Advisory Committee
- ◆ San Mateo County Weed Management Area Steering Committee
- ◆ NOAA Grant Review Panel
- ◆ Bay Area Integrated Regional Water Management Plan
- ◆ FishNet 4C Steering Committee
- ◆ Critical Coastal Area Pilot Project Steering Committee
- ◆ Marine Life Protection Act Initiative

Presentations

- ◆ Managing Dirt in Ecosystems Workshop
- ◆ San Mateo Food Systems Alliance launch to Board of Supervisors
- ◆ Pescadero Municipal Advisory Committee
- ◆ Harbor Commission
- ◆ Sewer Authority Midcoastside
- ◆ (2) Half Moon Bay High School Marine Biology Class
- ◆ San Francisco Horsemen's Association
- ◆ (2) CARCD Annual Conference

Professional Development

- ◆ SWRCB Funding Fair
- ◆ CARCD conference
- ◆ Pescadero Marsh Forum
- ◆ Managerial Accounting class
- ◆ Predictive modeling workshop
- ◆ Stevens & Permenente Creeks Watershed Council microbiology workshop



Media

- ◆ Half Moon Bay Review
 - "Conservation forum engulfs watersheds," 12/10/08
 - "RCD President Honored for Service," online, 11/25/08
 - Letter to editor thanking circulation study volunteers, 10/1/08
 - "Community volunteers aid circulation study at Pillar Point," 10/1/08
 - "Information to Bye For," 9/17/08
 - "Agricultural grants provide incentives to local farmers," 8/20/08
 - "Officials study harbor water quality," 6/25/08
 - "Many make watershed workshop possible," letter to editor, 5/28/08
 - "District workshop benefits from support," letter to the editor, 5/28/08
 - "A Watershed Moment: rancher joins conservationists in unique educational environment," 5/21/08
 - "Pilarcitos group presenting draft plan," 2/20/08
- ◆ San Mateo County Times
 - "Tracking Down a Merace," 9/6/08
 - "Pollution Trackers: Students see Coastside threats up close," 6/3/08
- ◆ Pacifica Rip tide
- ◆ Coastsider.com
- ◆ Midcoast Television cablecasts

Looking Forward

- ◆ Annual Report
- ◆ Long range plan/ annual plan
- ◆ "Day in the District" tour
- ◆ Improve grading permit program
- ◆ Continuing and new projects