

**Minutes of the Regular Meeting of the Board of Directors
July 26, 2018
4:00 pm – 6:00 pm
Location: RCD Office**

Directors present: Barbara Kossy, TJ Glauthier, Jim Reynolds, Neal Kramer

RCD staff present: Kellyx Nelson, Lau Hodges

NRCS staff present: Jim Howard

Guests: Ron Sturgeon

1 Call to Order

Meeting was called to order at 4:04 p.m.

2 Approval Agenda

Glauthier requested item 5.4 be pulled from consent. Reynolds motioned to approve the agenda as revised, motion passed unanimously.

3 Introduction of Guests and Staff

No introductions were necessary.

4 Public Comment

- Sturgeon asked if the Mitigated Negative Declaration for the Butano Channel Reconnection and Resilience Project had been challenged. Nelson stated the window to challenge had closed with no challenges.
- Corrections were made to the spelling of two names in the June 27, 2018 minutes.
- Kossy stated appreciation for being able to access meeting documents on the website. Reynolds concurred.
- Glauthier asked if the RCD had any way of knowing if people used the website. Nelson replied that it was largely anecdotal.
- Glauthier acknowledged the members of the community who attended the public meeting in Pescadero.
- There was discussion about public participation in Pescadero meetings.

5 Consent Agenda

5.4 Draft Financial Statements through June 30, 2018

- Item 5.4 was pulled from the Consent Agenda for discussion.
- Revised draft financial statements were reviewed (see attached) and discussed.
- There was discussion about the work completed by the temporary accountant from RGS (Regional Government Services), potential future changes to financial statements to improve their clarity and readability, and the new contract accountant.

6 Regular Agenda

6.3 Board will consider approval of Fiscal Year 2019 budget.

- There was discussion about the previous fiscal year budget, proposed budget, future projections, goals for billable hours, reaching cash reserve goals, and appreciation for staff effort in preparing the budget.
- Nelson acknowledged Hodge's efforts and stepping up to the plate with multiple aspects of fiscal administration.
- Kramer moved to approve the Fiscal Year 2019 Budget. Kossy seconded. Motion passed unanimously. Fiscal Year 2019 Budget attached.

6.1 Executive Director's Report

- Four ponds are in construction this season!
- Carbon farm planning efforts are well underway and enabling the RCD to get back to our roots with conservation planning.
- The RCD is working with San Mateo County to provide input on its Climate Action Plan, specifically regarding carbon sequestration work.
- The CARCD Annual Conference will be in San Diego in November. Directors are encouraged to participate.
- The RCD convened a carbon farm planning workshop that was well attended by RCDs and partners from across the state and Colorado. TomKat Ranch was a generous host.
- San Mateo, Santa Cruz, Monterey, and Upper Salinas-Las Tablas RCDs are working to develop a durable collaboration with capacity-building funds from CARCD. Directors are encouraged to participate.

6.2 Directors' Reports

- Reynolds reported on that the Carpy pond project looked interesting and would be a good field trip for the Directors.
 - Nelson asked Hodges to arrange a site visit.
- Kossy stated that Doug Johnson had presented at the previous Weed Management Area Committee on funding possibilities in the state. If money comes through the California Department of Food and Agriculture, it would resuscitate the Weed Management Areas around the state.
- Nelson asked Reynolds if he could help be a liaison with a Pescadero constituent who has numerous questions about pond construction. Reynolds offered to help.
- Sturgeon stated that people have questions about the Blue House pond project. Nelson suggested referring them to the updates on the RCD website and Facebook page and encouraging them to contact the RCD if they have questions. Weekly updates are emailed to project partners and stakeholders for specific projects. Nelson asked Hodges to add Sturgeon to the weekly pond updates.
- Glauthier requested that when the RCD change the date and/or time of a Board Meeting that the Half Moon Bay Review be made aware.
- Glauthier discussed the LAFCO election, which had been between Josh Cosgrove from North Coast County Water District and Fran Dehn from the West Bay Sanitary District. Glauthier voted for Cosgrove as a fellow Coastside Special District Official

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as he better understood the issues of the RCD. Cosgrove won the election and Glauthier suggested he be invited to better understand the RCD's work and mission.

7 **Adjourn**

Meeting was adjourned at 5:25 p.m.

San Mateo County Resource Conservation District
Balance Sheet
As of June 30, 2018

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	
1000 · FNB (985) Checking	1,386,755.55
1010 · FNB (907) MM	419,031.31
1020 · FNB (886) MM	148,604.41
Total Checking/Savings	1,954,391.27
Accounts Receivable	
1200 · Accounts Receivable	1,826,313.95
Total Accounts Receivable	1,826,313.95
Total Current Assets	3,780,705.22
TOTAL ASSETS	3,780,705.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	439,302.89
Total Accounts Payable	439,302.89
Credit Cards	
Visa - Issel - 5040	2,116.97
2210 · Visa - Bohlke - 6063	50.00
2220 · Visa - Nelson - 4811	477.46
Total Credit Cards	2,644.43
Other Current Liabilities	
Accrued Salaries	44,832.02
Employee Benefits Payable	3,434.44
Payroll Taxes Payable	18,991.75
2300 · Accrued Time Off	30,742.44
2400 · Deferred Revenue	
2410 · Bechtel Foundation	320,000.00
2420 · MROSD (Event Center Fisheries Enhancement Grant (Driscoll Ranch))	62,000.00
2430 · PG&E	905,000.00
2440 · SMC Support Installments	62,500.00
2400 · Deferred Revenue - Other	515,975.99
Total 2400 · Deferred Revenue	1,865,475.99
Total Other Current Liabilities	1,963,476.64
Total Current Liabilities	2,405,423.96
Long Term Liabilities	
2500 · Recoverable Grants	
2510 · Kabcenell	100,000.00
2520 · Silicon Valley Foundation	100,000.00
Total 2500 · Recoverable Grants	200,000.00
Total Long Term Liabilities	200,000.00
Total Liabilities	2,605,423.96
Equity	
3500 · Retained Earnings	449,256.07
Net Income	726,025.19
Total Equity	1,175,281.26
TOTAL LIABILITIES & EQUITY	3,780,705.22

San Mateo County Resource Conservation District

Profit & Loss

July 2017 through June 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL
Ordinary Income/Expense													
Income													
Contracts	20,800.00	59,912.57	395,540.06	134,412.67	132,438.15	148,139.74	259,974.19	4,322.50	123,534.45	92,573.36	544,720.74	1974171.05	3890539.48
County Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	125,000.00
Donations	1,046.25	50.00	195.00	11,000.00	2,000.00	5,847.19	935.50	5,955.83	0.00	0.00	0.00	5,352.96	32,382.73
Interest	23.90	33.52	25.31	46.89	72.27	50.19	68.04	57.06	52.09	56.20	49.41	47.29	582.17
Property Tax	181.55	0.00	56.32	37.02	2,981.30	28,852.85	6,419.07	4,730.63	3,470.12	17,068.97	614.93	1,403.57	65,816.33
Total Income	<u>22,051.70</u>	<u>59,996.09</u>	<u>395,816.69</u>	<u>145,496.58</u>	<u>137,491.72</u>	<u>182,889.97</u>	<u>267,396.80</u>	<u>15,066.02</u>	<u>252,056.66</u>	<u>109,698.53</u>	<u>545,385.08</u>	<u>1980974.87</u>	<u>4114320.71</u>
Gross Profit	22,051.70	59,996.09	395,816.69	145,496.58	137,491.72	182,889.97	267,396.80	15,066.02	252,056.66	109,698.53	545,385.08	1980974.87	4114320.71
Expense													
Communications	229.52	529.05	506.10	321.79	327.09	309.86	566.96	392.26	376.68	24.88	355.93	388.69	4,328.81
Equipment	0.00	0.00	575.51	0.00	0.00	0.00	0.00	0.00	0.00	79.45	739.56	0.00	1,394.52
Insurance	7,880.00	426.49	50.00	0.00	0.00	0.00	1,300.00	0.00	0.00	47.50	9,153.98	0.00	18,857.97
Membership-Dues-Subscriptions	0.00	0.00	775.00	0.00	630.00	0.00	0.00	0.00	18.00	100.00	0.00	4,000.00	5,523.00
Organizational	285.00	1,209.24	15,778.50	7,462.81	10,146.58	6,435.71	3,444.98	10,646.56	3,723.98	4,458.84	5,638.14	1,538.64	70,768.98
Personnel	2,962.51	78,454.96	76,762.29	77,202.10	64,849.15	62,193.08	54,133.34	66,482.21	68,777.62	101,633.12	78,217.67	139,208.86	870,876.91
Planning-Design-Technical Asst	15,793.98	98,895.77	50,589.32	95,875.01	13,829.37	145,052.49	207,143.14	65,467.12	65,612.59	138,559.09	93,362.97	88,444.35	1078625.20
Professional Development	660.00	0.00	1,825.00	0.00	0.00	0.00	0.00	0.00	0.00	115.00	1,549.00	2,449.00	6,598.00
Project Implementation	808.00	44,505.23	161,251.49	127,913.59	84,570.59	38,580.54	40,001.38	10,292.34	7,482.16	140,729.48	135,983.42	507,815.32	1299933.54
Rent	0.00	1,650.00	0.00	4,950.00	0.00	0.00	6,600.00	0.00	3,300.00	0.00	3,300.00	4,271.00	24,071.00
Software	688.16	430.00	461.06	200.00	364.65	1,460.00	230.00	200.00	379.10	230.00	260.00	289.65	5,192.62
Supplies	0.00	0.00	214.69	0.00	915.54	0.00	0.00	0.00	0.00	74.73	0.00	0.00	1,204.96
Travel-Meals-Meetings	820.90	318.10	145.79	103.30	964.34	0.00	0.00	296.29	142.03	42.00	388.98	109.76	3,331.49
66900 - Reconciliation Discrepancies (Discrepancies between bank statements and company records)	0.00	1,011.02	-381.07	0.00	0.00	12,065.29	5,308.31	-5,234.60	459.92	-260.92	-15,379.43	0.00	-2,411.48
Total Expense	<u>30,128.07</u>	<u>227,429.86</u>	<u>308,553.68</u>	<u>314,028.60</u>	<u>176,597.31</u>	<u>266,096.97</u>	<u>318,728.11</u>	<u>148,542.18</u>	<u>150,272.08</u>	<u>385,833.17</u>	<u>313,570.22</u>	<u>748,515.27</u>	<u>3388295.52</u>
Net Ordinary Income	-8,076.37	-167,433.77	87,263.01	-168,532.02	-39,105.59	-83,207.00	-51,331.31	-133,476.16	101,784.58	-276,134.64	231,814.86	1232459.60	726,025.19
Net Income	<u>-8,076.37</u>	<u>-167,433.77</u>	<u>87,263.01</u>	<u>-168,532.02</u>	<u>-39,105.59</u>	<u>-83,207.00</u>	<u>-51,331.31</u>	<u>-133,476.16</u>	<u>101,784.58</u>	<u>-276,134.64</u>	<u>231,814.86</u>	<u>1232459.60</u>	<u>726,025.19</u>



San Mateo Resource Conservation District FY 2019 Financial Budget

		<u>FY19 Budget</u>
REVENUE		
<u>Program Revenue</u>		
Agricultural Ombudsman		\$41,657
Climate Mitigation and Adaptation		\$117,315
Conservation Technical Assistance		\$48,252
Erosion and Sediment Management		\$678,307
Habitat Enhancement		\$1,269,292
Santa Cruz Mountains Stewardship Network		\$467,304
Water Resources & Conservation		\$4,348,724
Water Quality		\$253,439
	Subtotal Program Revenue	\$7,224,289
 <u>Other Revenue</u>		
County Contributions		\$125,000
Individual Contributions		\$10,000
Interest Income		\$500
Misc. Income		\$0
Property Tax		\$60,000
Service Fees		\$10,000
	Subtotal Other Revenue	\$205,500
	Total Revenue	\$7,429,789
 EXPENSES		
<u>Operating Expenses</u>		
Personnel (Salaries & Fringe)	\$	1,076,009
Organizational	\$	80,000
Communications	\$	8,000
Equipment	\$	3,000
Insurance	\$	9,000
Membership-Dues-Subscriptions	\$	5,750
Professional Development	\$	11,000
Software	\$	6,000
Rent	\$	52,000
Supplies	\$	2,000
Travel-Meals-Meetings	\$	5,000
Office Move	\$	10,000
	Subtotal Operating Expenses	\$1,267,759
 <u>Program Expenses</u>		
Agricultural Ombudsman		\$800
Climate Mitigation and Adaptation		\$31,250
Conservation Technical Assistance		\$13,300
Erosion and Sediment Management		\$627,961
Habitat Enhancement		\$982,163
Santa Cruz Mountains Stewardship Network		\$347,346
Water Resources & Conservation		\$4,089,700
Water Quality		\$66,522
	Subtotal Program Expenses	\$6,159,043
	Total Expenses	\$7,426,802
	NET	\$2,987