



Minutes of the Regular Meeting of the Board of Directors
June 21, 2018
4:00 pm – 6:00 pm
Location: RCD Office

Directors present: Barbara Kossy, TJ Glauthier, Jim Reynolds

RCD staff present: Kellyx Nelson, Lau Hodges

NRCS staff present: Jim Howard

Guests: Bill Schwegler

1 Call to Order

Meeting was called to order at 4:07 p.m.

2 Approval Agenda

3 Convene Closed Session

3.1 Public Employee Performance Evaluation Pursuant to California Government Code §54957

Title: Executive Director

3.2 Risk of Litigation Pursuant to California Government Code §54956.9(d)(2)

Board discussed one potential case.

3.3 Conference with Real Property Negotiator Pursuant to California Government Code §54956.8

Property Under Negotiation: 80 Stone Pine Road, Half Moon Bay, California

Agency Negotiator: Kellyx Nelson, Executive Director

Under Negotiation: Lease

4 Adjourn Closed Session

Closed Session adjourned at 5:12 p.m.

5 Convene Open Session and Report on Closed Session

Open session was called to order at 5:14 p.m. Glauthier reported that no actions were taken during closed session.

6 Introduction of Guests and Staff

Directors, staff, and Bill Schwegler, Board Member from Pacifica Land Trust, introduced themselves. Schwegler noted that the Pacifica Land Trust has just completed the Pedro Point Trail and is looking to take on more projects as well as get to know the other land stewardship agencies on the San Mateo coast.

7 Public Comment

Glauthier mentioned to Howard that the Farm Bill had passed in the house and asked if he had any comments. Howard said his approach was to wait and see.

8 Consent Agenda

8.1 February 15, 2018 Draft Regular Minutes

- Item 8.1 was pulled off of consent for discussion.
- Nelson handed out revised Financial Statements for April 2018 (attached). The accountant has reconciled all transactions through April, hence the April statements as opposed to May.
- Nelson talked through the differences in the revised April financial statements.
- Glauthier stated that it looks like the RCD was paying some vendors before having received the money from funders. Nelson confirmed and described the use of bridge loans and cash reserves to pay vendors where there was low risk of not being reimbursed. This helps mitigate the issue of late payments dissuading vendors from bidding on projects.
- Nelson handed out financial statements for the fiscal year to date and explained that, 9 days short of a full year. The numbers are very close to what was budgeted for the year, and the RCD will end up with a larger net because of the accrual basis.
- Glauthier stated that these are a much better snap shot and that the Board should not approve the April finances until this additional information is included.

9 Regular Agenda

9.1 Approval of Lease at 80 Stone Pine, Half Moon Bay, California

- Discussion included:
 - The space is double the size of what the RCD currently leases and can help the RCD better be a hub for meetings of local groups and collaboratives.
 - It has windows and natural light, which the current space does not, overlooking trees and vegetation.
 - The layout better fosters collaboration as all of the staff will be on one floor around a central space.
 - It is wheelchair accessible.
 - It has showers, important for field staff, which are wheelchair accessible.
 - It will be a significant new expense because of the increase in price per square foot and the increase in square feet.
- Glauthier moved to authorize the Executive Director to negotiate the terms of the lease, including a better exit clause, and further authorizes Nelson to continue negotiating the terms of the lease in concert with building the Fiscal Year 19 Budget. Kossy seconded the motion. Motion passed unanimously.
- Nelson stated that the RCD will welcome Board members and their friends to help box things up. Staff is concerned about how to pack with their current work load and not having a grant to bill their time to pack.

9.2 Board will consider contracting with Amah Mutsun Land Trust for the Quiroste Valley Cultural Preserve Vegetation Management Project.

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- There was discussion about whether all permits had been secured, the value and benefits of the project, and support for State Parks working at the forefront and across boundaries to give indigenous peoples access to their ancestral lands.
- Reynolds moved to approve contracting with the Amah Mutsun Land Trust for the Quiroste Valley Cultural Preserve Vegetation Management Project. Kossy seconded. Motion passed unanimously.

9.3 Directors' Reports

- Kossy announced the Weed Area Management Area meeting on July 17.
- Reynolds walked the creek near the flood plain restoration project. He noticed some major changes and looks forward to discussing what he saw with the RCD staff. Nelson stated that Fisher had recently defended his thesis on this flood plain and she had asked him to present to the Board at an upcoming meeting.
- Glauthier stated that he and Reynolds met with the Executive Committee of the San Mateo Farm Bureau to discuss how the Farm Bureau and RCD can better work together.
- Nelson asked Reynolds if he would like to comment on the last Pescadero Municipal Advisory Council meeting which included the Total Maximum Daily Load, regarding water regulations, on the agenda. Reynolds stated that he thought Nelson did an excellent job presenting and he was happy that Nelson asked for people to consider becoming an RCD Board Member as she anticipated an opening soon.
- Nelson reminded the group the next meeting of the Board was June 27, 2018 in Pescadero at the La Honda Pescadero Unified School District Community Room. Glauthier requested slides of the project be presented prior to the start of the meeting.

10 Adjourn

Meeting was adjourned at 5:57 p.m.

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06/20/18

Accrual Basis

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

	<u>Apr 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	394,447.03
FNB (907)	14,369.54
FNB (886)	148,481.49
Total Checking/Savings	557,298.06
Accounts Receivable	
Accounts Receivable	631,412.97
Total Accounts Receivable	631,412.97
Other Current Assets	
Undeposited Funds	36,796.07
Total Other Current Assets	36,796.07
Total Current Assets	1,225,507.10
Other Assets	
Requested Advances	-20,000.00
Prepaid Expenses	9,180.00
Total Other Assets	-10,820.00
TOTAL ASSETS	1,214,687.10
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	682,572.61
Total Accounts Payable	682,572.61
Credit Cards	
Visa - Nelson - 4811	1,854.73
Visa - Issel - 5040	3,350.39
Total Credit Cards	5,205.12
Other Current Liabilities	
Accrued Time Off	30,742.44
Recoverable Grants	200,000.00

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Accrual Basis

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

	<u>Apr 30, 18</u>
Deferred Revenue	
MROSD (Event Center Fisheries Enhancement Grant (Driscoll Ranch))	62,000.00
PG&E	15,000.00
Deferred Revenue - Other	515,975.99
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Total Deferred Revenue	592,975.99
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Total Other Current Liabilities	823,718.43
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Total Current Liabilities	1,511,496.16
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Total Liabilities	1,511,496.16
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Equity	
Retained Earnings	449,386.23
Net Income	-746,195.29
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Total Equity	-296,809.06
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TOTAL LIABILITIES & EQUITY	1,214,687.10
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Accrual Basis

San Mateo County Resource Conservation District
Profit & Loss
July 2017 through April 2018

	<u>Jul '17 - Apr 18</u>
Ordinary Income/Expense	
Income	
County Contributions	125,000.00
Contracts	1,328,657.09
Donations	27,029.77
Interest	174.21
Property Tax	66,624.48
Total Income	<u>1,547,485.55</u>
Gross Profit	1,547,485.55
Expense	
Project Implementation	634,158.43
Personnel	650,926.38
Organizational Communications	60,645.59
Equipment	2,764.80
Insurance	3,113.62
Membership-Dues-Subscriptions	523.99
Professional Development	4,505.00
Software	2,600.00
Rent	3,233.87
Supplies	16,500.00
Travel-Meals-Meetings	8,110.87
Planning-Design-Technical Asst	9,810.38
Total Expense	<u>2,293,680.84</u>
Net Ordinary Income	<u>-746,195.29</u>
Net Income	<u><u>-746,195.29</u></u>